

**From:** [Campagnolo, Donna P](#)  
**To:** [Moran, Karla](#); [Neufeld, Donald W](#); [Cox, Sophia](#); [Hutchings, Pamela G](#); [McCament, James W](#); [Arroyo, Susan K](#); [Hope, Leslie K](#); [McConnell, James E](#); [Sabga, George M](#); [Thomas, Ronnie D](#)  
**Subject:** RE: I-192  
**Date:** Tuesday, February 07, 2017 11:01:20 AM  
**Attachments:** [192\\_eo\\_option.docx](#)

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All: Thanks so much for the great discussion this morning. Attached is the updated version.

Thanks again.

Donna Campagnolo  
HQ Service Center Operations

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**From:** Moran, Karla  
**Sent:** Tuesday, February 07, 2017 10:52 AM  
**To:** Neufeld, Donald W; Cox, Sophia; Campagnolo, Donna P; Hutchings, Pamela G; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** RE: I-192

We (SCOPS) voted for the I-192. It's cleaner for us to implement and CBP will not have issues if they need to ER the person. The I-192 will provide them with an I-797 that is a Transportation Letter (draft language attached). They would need to provide a valid passport and visa to enter and be inspected. On the other hand, if we issue a parole – CBP is worried that if issues arise, they may try to say they have a parole.

Also, while e-verify isn't related to admission, we added it because the Fortune 500 companies are asking to vouch for their employees (e.g. Microsoft, Amazon, Google, etc.). This would ensure that we are only accepting letters from legitimate businesses that have been vetted. We thought it would be good to leave in but completely understand if it's taken out somewhere along the process, as many are reviewing.

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**From:** Neufeld, Donald W  
**Sent:** Tuesday, February 07, 2017 10:46 AM  
**To:** Cox, Sophia; Campagnolo, Donna P; Hutchings, Pamela G; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** RE: I-192

Overall the paper looks very good. Thanks to everyone for pulling it together so quickly.

The everify requirement would purely be a policy call. I don't see the nexus between e-verify use and a national interest determination related to admission so I would advocate for removing it.

I agree that adding work to VSC is problematic so if we could do I-192s elsewhere that would be better. We also need to validate the 18000 volume estimate as I don't know who provided it or how it was calculated.

If we believe the I-131 is better we should explain why.

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**From:** Cox, Sophia  
**Sent:** Tuesday, February 07, 2017 9:30:03 AM  
**To:** Campagnolo, Donna P; Hutchings, Pamela G; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Adding Ron.

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[REDACTED] (b)(6)

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**From:** Cox, Sophia  
**Sent:** Tuesday, February 07, 2017 8:39 AM  
**To:** Campagnolo, Donna P; Hutchings, Pamela G; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192  
**Importance:** High

Hi. Here are my concerns in the attached. Look forward to discussing.

- Why are we requiring E-Verify? Are we being told it is a requirement from the FO/Dept. or are we imposing it on ourselves? [REDACTED] (b)(5)
- If the I-192 is denied, what would be the legal basis for the removal charge be?
- I know VSC already does the I-192s for the victims relate work, but this will coincide with cap where the contractors will already be knee deep in data entry. Recommend moving this elsewhere.

*Sophia Cox*

Senior Advisor, Policy

Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[REDACTED]  
**(b)(6)**

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**From:** Campagnolo, Donna P  
**Sent:** Tuesday, February 07, 2017 7:56 AM  
**To:** Hutchings, Pamela G; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Good morning Pam. Thanks so much for the feedback. It's for folks inside the US. We can certainly make that more clear.

Regarding the timeframe, as I understand it from Leslie, the major piece for start up is around the system updates. Leslie- please confirm. I don't know that those can be cut down.

All- If the system update timeframe ends up being too long, does the team have any ideas on what we can do without those in place for this? Also, if not 30 days for a processing time, what would you recommend?

Thanks again.  
Donna

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**From:** Hutchings, Pamela G  
**Sent:** Tuesday, February 07, 2017 7:49:49 AM  
**To:** Campagnolo, Donna P; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Good morning, All,

The opening paragraph seems to imply this form/process may be used for those visa holders currently "stuck" outside the U.S., is that correct? Otherwise the process proposed is manageable for USCIS to implement – in the long term. If this is simply a short term fix, required for a small number of affected individuals during this 80 day period, then a 45 day startup and 30 day processing time doesn't seem to meet their immediate needs.

Pam

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**From:** Campagnolo, Donna P  
**Sent:** Monday, February 06, 2017 9:13 PM  
**To:** Moran, Karla; McCament, James W; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Hi all and thanks so much Karla. The I-192 version looks great.

I have been working on the 131 version, and because so much of that is similar to what we note about the I-192 processing, I decided to merge both options into one document and added some background to give some context. Take a look and let me know what you think about that approach.

Bottom line is it looks like we could implement either option in about 45 days as the system updates to notices and filing look minimal and simple web updates. Can you verify those timelines? Also, do we want to go as far as to make a recommendation on which we think is the right one to implement or simply present both?

Thanks again. Looking forward to your feedback. Have a good night and looking forward to meeting in the morning.

Donna Campagnolo  
HQ Service Center Operations

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**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 5:44 PM  
**To:** McCament, James W; Campagnolo, Donna P; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Subject:** I-192

All,

This is the latest draft version, we've updated with "business" and "student" criteria. Please feel free to edit.

Donna is working on a separate draft for paroles. We will discuss in the morning as these are both due by noon tomorrow.

Thanks,

*Karla Moran*  
*Senior Advisor for Operations*  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)

(b)(6)

## **Exception Options**

**Background:** As a result of recent Executive Orders relating to limiting travel to the United States from 7 identified countries, the Department of Homeland Security is in a challenging position to assist individuals that may be stuck in this process.

This proposal specifically applies to the population of individuals, currently in the United States, that came to the US on a valid business or student visa, and still has a current, unexpired visa and passport.

This is a truly unique situation for the Agency. One that we haven't encountered to date, thus, will require something new to be implemented. Essentially, DHS needs to create a process that would allow the individuals stuck in this scenario to apply to the Department prior to leaving the country. This provisional review will ensure that, upon their return to the United States, they will be allowed reentry. The goal being that this new process will provide them with a document that they could present to CBP when they arrive to allow entry.

It is estimated per the Department of State (DOS), as communicated to USCIS by CBP that approximately 18,000 people could be in this population.

While we believe that the best option to truly stay aligned to the intent of the Order is to not allow this, we understand that the Department needs to consider and possibly create an option to assure impacted individuals a safe return to the US. USCIS currently doesn't have an existing process that allows for this, thus, a new process must be created for this sole reason. As a result, USCIS is proposing two possible options for consideration.

### **Option 1: I-192, Application for Advance Permission to Enter as a Nonimmigrant**

#### I-192 Process Overview:

- USCIS shall adjudicate Form I-192, Application for Advance Permission to Enter as a Nonimmigrant. Currently, these cases are accepted at the Vermont Service Center (VSC). We would look to locate this workload at one of the other Service Centers.
  - Fees:
  - Form I-192    \$930 USD
  - Biometrics    \$80 USD
- Approval of the I-192 will generate Form I-797 that will allow the beneficiary to board an aircraft back to the United States. CBP will inspect and determine admission based on the beneficiary's NIV.
  - A denial of Form I-192 may result in the issuance of an NTA.

- USCIS (Service Center Operations) (SCOPS) will accept the current expedite process request for Form I-192.
  - Severe financial loss to company or person;
  - Emergency situation;
  - Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;
  - Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);
  - USCIS error; or
  - Compelling interest of USCIS.
- Biometrics are required for all I-192 cases. Adjudication will not occur until results are received and analyzed.
  - Name checks will not be required – currently there is a 9 month backlog.
- Premium Processing is not available for Form I-192.
- USCIS Field Operations will accept emergency process request for Form I-192, when the Form I-192 is pending with USCIS (SCOPS).
- Routine processing time for I-192 requests will be 30 days.

Mandatory Criteria:

The applicant must file Form I-192 with the evidence described in “criteria” below.

1. Business Traveler Criteria
  - a) Traveler must have a valid Non Immigrant Visa (H, I, L, O, P, Q, R).
  - b) U.S. employer must be enrolled in e-Verify.
  - c) Must have an original letterhead/signed letter by CEO, Vice President, or President level, from U.S. Company indicating purpose of travel (business) and length of trip.
  - d) Travel may only be for business.
  - e) Travel may not be for vacation.
  - f) Travel may not be to one of the seven countries indicated on Executive Order.
2. Student Traveler Criteria
  - a) Student must have a valid Non Immigrant Visa (F, M, J).
  - b) U.S. University/School must be verified in SEVIS.
  - c) Must have an original letterhead/signed letter by Vice President, or President level, from U.S. University/School indicating purpose of travel (business) and length of trip.
  - d) Travel may only be for business.
  - e) Travel may not be for vacation.
  - f) Travel may not be to one of the seven countries indicated on Executive Order.

### Option #1 - Required for Implementation:

1. Communications on new process to the public
2. Preparation at VSC for intake and customer interaction.
  - a. Training on new process
3. System Updates:
  - Form I-192 – Currently, very little data is collected on the I-192 in USCIS systems. A modification to CLAIMS 3 will be required to add additional data fields. This piece is essential so that we can differentiate these cases from others and be able to run reports on this specific workload. It is estimated that this modification can be made in an estimated two weeks.
  - Form I-797 resides in the local C3 print service. Changes can be made to the notice (body) within two weeks; however, header changes may require more time. Total estimated time for changes is 30 days.

If required, USCIS could implement this portion of option #1 in 45 days. It's important to note at this stage in the proposed process that true success will be dependent on CBP also playing a role in the process as these individuals enter the United States. The CBP process overview is noted below.

USCIS will not interview these cases. In this particular process, USCIS views the interview portion of the adjudication to occur at the time of entry into the US, with CBP.

### **CBP Process**

### Option #2 – Advanced Parole

I-131 Process Overview: Much of the process flow as identified in Option # 1 will also apply here in the I-131 process.

- USCIS shall adjudicate Form I-131, Application for Travel Document.
- All Service Centers and many Field Office locations currently adjudicate I-131s, Advanced Parole. For this workload, SCOPS would look to the Nebraska Service Center (NSC) to process these requests.
- The I-131 is a form that we use in support of many different benefits. As a result, this option may be a bit more challenging to segregate the population for reporting purposes. We do believe that we can find a way to do that through data analysis, just wanted to note it in the proposal as a challenge that needs to be overcome.
  - If it is identified that there is a particular need to have these cases follow a different process then the standard we could create an exception here. The Service Center could process the I-131, and USCIS could ask the individual to come into the Field Office to gather their travel document.

Otherwise, the standard process is they will receive their travel document via the mail.

- With that said, advanced parole, under its definition and in looking at the Agency's past use of it, is the solution that makes the most sense and is completely aligned to the intent of parole and USCIS processing.
  - Fees:
  - Form I-131    \$575 USD
  - Biometrics    \$80 USD
- Approval of the I-131 will generate Form I-797 as well as a I-512, which is a travel document. This document will allow the beneficiary to board an aircraft back to the United States. CBP will inspect and determine admission based on the beneficiary's NIV.
  - A denial of Form I-131 may result in the issuance of an NTA.
- USCIS (Service Center Operations) (SCOPS) will accept the current expedite process request for Form I-131.
  - Severe financial loss to company or person;
  - Emergency situation;
  - Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;
  - Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);
  - USCIS error; or
  - Compelling interest of USCIS.
- Biometrics are required for all I-131 cases. Adjudication will not occur until results are received and analyzed.
- Premium Processing is not available for Form I-131.
- USCIS Field Operations will accept emergency process requests for Form I-512, Request for Travel Document, when the Form I-131 is pending with USCIS (SCOPS).
- Routine processing time for I-131 requests will be 30 days.

#### Mandatory Criteria:

The applicant must file Form I-131 with the evidence described in "criteria" below.

#### 3. Business Traveler Criteria

- g) Traveler must have a valid Non Immigrant Visa (H, L, O, P, R).
- h) U.S. employer must be enrolled in e-Verify.
- i) Must have an original letterhead/signed letter by CEO, Vice President, or President level, from U.S. Company indicating purpose of travel (business) and length of trip.
- j) Travel may only be for business.
- k) Travel may not be for vacation.
- l) Travel may not be to one of the seven countries indicated on Executive Order.

4. Student Traveler Criteria

- g) Student must have a valid Non Immigrant Visa (F, M, J).
- h) U.S. University/School must be verified in SEVIS.
- i) Must have an original letterhead/signed letter by Vice President, or President level, from U.S. University/School indicating purpose of travel (business) and length of trip.
- j) Travel may only be for business.
- k) Travel may not be for vacation.
- l) Travel may not be to one of the seven countries indicated on Executive Order.

Option #2 - Required for Implementation:

- 4. Communications on new process to the public
- 5. Preparation at NSC for intake and customer interaction.
  - a. Training on new process
- 6. System Updates:
  - Form I-512 – USCIS would like to modify the language to the I-512 for this new process so that it is clear that these cases are the exception to the Order. Updates will take approximately 1 month.
  - Form I-797 (approval notice) for the I-131 resides in the local C3 print service. Changes can be made to the notice (body) within two weeks; however, header changes may require more time. Total estimated time for changes is 30 days.

If required, USCIS could implement this portion of option #2 in 45 days. It's important to note at this stage in the proposed process that true success will be dependent on CBP also playing a role in the process as these individuals enter the United States. The same process that CBP outlined in Option #1 would apply here in Option #2 as well.

**Recommendation:** USCIS recommends that the I-192 process is implemented, if it is required to have an exception process for these individuals with DHS. It is a form and process that's original intent is specifically for this purpose. Because it is not currently used for many processes, it's something that allows for ease in reporting and segregating this population from the rest.

## Exception Order Authorization

This notice is to advise you of action taken on Form I-192. The official notice has been mailed according to the mailing preference noted on the Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative. Any relevant documentation was mailed according to the specified mailing preference.

The above application for Exception to Executive Order 13769 is approved.

Transportation Line: Presentation of this original document authorizes a transportation line to accept the named bearer on board for travel to the United States without liability under Section 273 of the Immigration and Nationality Act (INA). This travel authorization is issued pursuant to Section (3)(e) of Executive Order 13769 dated January 27, 2017.

Recipient: This document authorizes a **SINGLE DEPARTURE** from the United States and a **SINGLE RETURN** to the United States. Upon your return to the United States and your arrival at a Port of Entry, you must present this document to Customs and Border Protection (CBP), together with your valid, unexpired non-immigrant visa, and your valid unexpired passport. Your travel must be within the validity period of this authorization and your valid non-immigrant visa.

CBP: This authorization has been issued pursuant to Section (3)(g) of Executive Order 13769 following an individual case by case review and upon a determination that admission would be in the national interest. The named bearer is authorized to depart the United States temporarily, with the intent to return to the United States. Presentation of the original of this document and a valid visa allows a Customs and Border Protection (CBP) Officer at a Port of Entry to readmit the named bearer, whose photograph appears on this authorization into the United States based on Section (3)(g) of Executive Order 13769.

## WARNING NOTICE

### **Read before you travel abroad**

Presentation of this Exception Order Authorization, together with a valid unexpired passport and a valid unexpired non-immigrant visa, will allow a CBP officer at a port-of entry to readmit you into the United States.

DHS can revoke or terminate your Exception Order Authorization at any time. If you are outside the United States when you are notified that DHS has revoked or terminated your Exception Order Authorization document, the revocation or termination of this travel document may leave you unable to return to the United States unless you receive a subsequent travel authorization.

Leaving the United States, even with this Exception Order Authorization, does not guarantee that you will be readmitted into the United States.

Inadmissibility in general: If you have concerns about admissibility and waivers, you should contact an immigration attorney or an immigrant assistance organization accredited by the BIA before making travel plans.

## Waiver Options

**Background:** As a result of recent Executive Orders relating to limiting travel to the United States from 7 identified countries, the Department of Homeland Security is in a challenging position to assist individuals that may be stuck in this process. The concerning population consists of individuals, currently in the United States, that came to the US on a valid visa, but as a result of the recent Orders, can no longer enter and depart the country.

This is a truly unique situation for the Agency. One that we haven't encountered to date, thus, will require something new to be implemented. Essentially, DHS needs to create a process that would allow the individuals stuck in this scenario to apply to the Department prior to leaving the country. This provisional review will ensure that, upon their return to the United States, they will be allowed reentry. The goal being that this new process will provide them with a document that they could present to CBP when they arrive to allow entry.

It is estimated that approximately 18,000 people could be in this population.

While we believe that the best option to truly stay aligned to the intent of the Order is to not allow this, we understand that the Department needs to consider and possibly create an option to assure impacted individuals a safe return to the US. USCIS currently doesn't have an existing process that allows for this, thus, a new process must be created for this sole reason. As a result, USCIS is proposing two possible options for consideration.

### Option 1: Grant Exception to "Known Travelers"

#### I-192 Process Overview:

- USCIS shall adjudicate Form I-192, Application for Advance Permission to Enter as a Nonimmigrant. Currently, these cases are accepted at the Vermont Service Center (VSC). For ease of implementation we would look to locate this workload there as well.
  - Fees:
  - Form I-192    \$930 USD
  - Biometrics    \$80 USD
- Approval of the I-192 will generate Form I-797 that will allow the beneficiary to board an aircraft back to the United States. CBP will inspect and determine admission based on the beneficiary's NIV.
  - A denial of Form I-192 may result in the issuance of an NTA.
- USCIS (Service Center Operations) (SCOPS) will accept the current expedite process request for Form I-192.
  - Severe financial loss to company or person;
  - Emergency situation;

- Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;
  - Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);
  - USCIS error; or
  - Compelling interest of USCIS.
- Biometrics are required for all I-192 cases. Adjudication will not occur until results are received and analyzed.
- Premium Processing is not available for Form I-192.
- USCIS Field Operations will accept emergency process request for Form I-192, when the Form I-192 is pending with USCIS (SCOPS).
- Routine processing time for I-192 requests will be 30 days.

Mandatory Criteria:

The applicant must file Form I-192 with the evidence described in “criteria” below.

1. Business Traveler Criteria
  - a) Traveler must have a valid Non Immigrant Visa (H, L, O, P, R).
  - b) U.S. employer must be enrolled in e-Verify.
  - c) Must have an original letterhead/signed letter by CEO, Vice President, or President level, from U.S. Company indicating purpose of travel (business) and length of trip.
  - d) Travel may only be for business.
  - e) Travel may not be for vacation.
  - f) Travel may not be to one of the seven countries indicated on Executive Order.
2. Student Traveler Criteria
  - a) Student must have a valid Non Immigrant Visa (F, M, J).
  - b) U.S. University/School must be verified in SEVIS.
  - c) Must have an original letterhead/signed letter by Vice President, or President level, from U.S. University/School indicating purpose of travel (business) and length of trip.
  - d) Travel may only be for business.
  - e) Travel may not be for vacation.
  - f) Travel may not be to one of the seven countries indicated on Executive Order.

Option #1 - Required for Implementation:

1. Communications on new process to the public
2. Preparation at VSC for intake and customer interaction.
  - a. Training on new process

### 3. System Updates:

- Form I-192 – Currently, very little data is collected on the I-192 in USCIS systems. A modification to CLAIMS 3 will be required to add additional data fields. This piece is essential so that we can differentiate these cases from others and be able to run reports on this specific workload. It is estimated that this modification can be made in an estimated two weeks.
- Form I-797 resides in the local C3 print service. Changes can be made to the notice (body) within two weeks; however, header changes may require more time. Total estimated time for changes is 30 days.

If required, USCIS could implement this portion of option #1 in 45 days. It's important to note at this stage in the proposed process that true success will be dependent on CBP also playing a role in the process as these individuals enter the United States. The CBP process overview is noted below.

### **CBP Process**

#### Option #2 – Advanced Parole

I-131 Process Overview: Much of the process flow as identified in Option # 1 will also apply here in the I-131 process.

- USCIS shall adjudicate Form I-131, Application for Travel Document.
- All Service Centers and many Field Office locations currently adjudicate I-131s, Advanced Parole. For this workload, SCOPS would look to the Nebraska Service Center (NSC) to process these requests.
- The I-131 is a form that we use in support of many different benefits. As a result, this option may be a bit more challenging to segregate the population for reporting purposes. We do believe that we can find a way to do that through data analysis, just wanted to note it in the proposal as a challenge that needs to be overcome.
  - If it is identified that there is a particular need to have these cases follow a different process then the standard we could create an exception here. The Service Center could process the I-131, and USCIS could ask the individual to come into the Field Office to gather their travel document. Otherwise, the standard process is they will receive their travel document via the mail.
- With that said, advanced parole, under its definition and in looking at the Agency's past use of it, is the solution that makes the most sense and is completely aligned to the intent of parole and USCIS processing.
  - Fees:
  - Form I-131    \$575 USD

- Biometrics \$80 USD

- Approval of the I-131 will generate Form I-797 as well as a I-512, which is a travel document. This document will allow the beneficiary to board an aircraft back to the United States. CBP will inspect and determine admission based on the beneficiary's NIV.
  - A denial of Form I-131 may result in the issuance of an NTA.
- USCIS (Service Center Operations) (SCOPS) will accept the current expedite process request for Form I-131.
  - Severe financial loss to company or person;
  - Emergency situation;
  - Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;
  - Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);
  - USCIS error; or
  - Compelling interest of USCIS.
- Biometrics are required for all I-131 cases. Adjudication will not occur until results are received and analyzed.
- Premium Processing is not available for Form I-131.
- USCIS Field Operations will accept emergency process requests for Form I-512, Request for Travel Document, when the Form I-131 is pending with USCIS (SCOPS).
- Routine processing time for I-131 requests will be 30 days.

Mandatory Criteria:

The applicant must file Form I-131 with the evidence described in “criteria” below.

3. Business Traveler Criteria
  - g) Traveler must have a valid Non Immigrant Visa (H, L, O, P, R).
  - h) U.S. employer must be enrolled in e-Verify.
  - i) Must have an original letterhead/signed letter by CEO, Vice President, or President level, from U.S. Company indicating purpose of travel (business) and length of trip.
  - j) Travel may only be for business.
  - k) Travel may not be for vacation.
  - l) Travel may not be to one of the seven countries indicated on Executive Order.
4. Student Traveler Criteria

- g) Student must have a valid Non Immigrant Visa (F, M, J).
- h) U.S. University/School must be verified in SEVIS.
- i) Must have an original letterhead/signed letter by Vice President, or President level, from U.S. University/School indicating purpose of travel (business) and length of trip.
- j) Travel may only be for business.
- k) Travel may not be for vacation.
- l) Travel may not be to one of the seven countries indicated on Executive Order.

Option #2 - Required for Implementation:

- 4. Communications on new process to the public
- 5. Preparation at NSC for intake and customer interaction.
  - a. Training on new process
- 6. System Updates:
  - Form I-512 – USCIS would like to modify the language to the I-512 for this new process so that it is clear that these cases are the exception to the Order. Updates will take approximately 1 month.
  - Form I-797 (approval notice) for the I-131 resides in the local C3 print service. Changes can be made to the notice (body) within two weeks; however, header changes may require more time. Total estimated time for changes is 30 days.

If required, USCIS could implement this portion of option #2 in 45 days. It's important to note at this stage in the proposed process that true success will be dependent on CBP also playing a role in the process as these individuals enter the United States. The same process that CBP outlined in Option #1 would apply here in Option #2 as well.

**From:** Moran, Karla  
**To:** Hutchings, Pamela G; McCament, James W; Campagnolo, Donna P; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K  
**Subject:** RE: Form I-192  
**Date:** Monday, February 06, 2017 1:49:33 PM  
**Attachments:** Known\_Traveler.EO\_Exception.docx

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Agreed, it's changed to "business only." If the FO wants to add personal trips – that's up to them. But, this makes it much cleaner. (new version attached)

*Karla Moran*  
*Senior Advisor for Operations*  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)

[REDACTED] (b)(6)

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**From:** Hutchings, Pamela G  
**Sent:** Monday, February 06, 2017 2:41 PM  
**To:** Moran, Karla; McCament, James W; Campagnolo, Donna P; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K  
**Subject:** RE: Form I-192

Karla,

Should the expedite criteria be modified as our stated criteria to file is for business ONLY travel? Suggest keeping only bullets one (edit out person) five, six and seven. In addition, edit Emergency Criteria to fit criteria to file (business related ONLY).

Pam

---

**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 2:09 PM  
**To:** McCament, James W; Campagnolo, Donna P; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K  
**Subject:** Form I-192

Okay, first draft. Please edit as needed.  
Remember we only have until 3pm EST.

Thanks,

*Karla Moran*  
*Senior Advisor for Operations*  
Department of Homeland Security

Citizenship & Immigration Services  
Service Center Operations (SCOPS)



(b)(6)

## **Process to Grant Exception to “Known Travelers”**

### **Summary**

DHS requests that USCIS create a process to grant exceptions to the suspension of entry of Foreign Nationals from specified countries as responsible Known Travelers with pressing needs sponsored by U.S. companies. USCIS will adjudicate Form I-192, Application for Advance Permission to Enter as a Nonimmigrant and upon approval issue a Form I-797 that will allow the beneficiary to board an aircraft back to the United States.

USCIS (SCOPS) will accept the current expedite process request for Form I-192. USCIS (FOD) may accept “emergency” Form I-192, after the fee and Form is filed with SCOPS.

USCIS will issue a Form I-797 to beneficiary, if Form I-192 is approved. (language on Form I-797 to be determined)

### **Process**

Beneficiary will file Form I-192 and the evidence described in “criteria” below.

### **Criteria**

- a) Must have a valid Non Immigrant Visa
- b) Must have an original letterhead/signed letter by CEO, Vice President, or President level, from U.S. Company indicating purpose of travel (business) and length of trip.
- c) Travel may only be for business.
- d) Travel may not be to one of the seven countries indicated on Executive Order

### **Fees**

\$930 USD

### **Where to File**

Because the filing address is ONLINE we can change this to CSC, VSC, TSC or NSC. Currently, the VSC is accepting Form I-192 for T's and U's.

### **Expedite Criteria**

USCIS reviews expedite requests on a case-by-case basis and requests are granted at the discretion of the office leadership. The burden is on the applicant or petitioner to demonstrate that one or more of the expedite criteria have been met.

USCIS may expedite a petition or application if it meets one or more of the following criteria:

- Severe financial loss to company or person;
- Emergency situation;
- Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;

- Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);
- USCIS error; or
- Compelling interest of USCIS.

Travel for vacation is not a valid criteria.

**From:** Cox, Sophia  
**To:** Neufeld, Donald W; Arroyo, Susan K; Hope, Leslie K; Hutchings, Pamela G; McCament, James W; McConnell, James E; Moran, Karla; Sabga, George M  
**Subject:** RE: EO Hold  
**Date:** Monday, January 30, 2017 2:34:52 PM  
**Importance:** High

---

Hi. Per our conversation a little bit ago, here are some high level questions I got from folks for the Department to answer. I hope this is along the lines of what you are looking for. I didn't include the questions I sent you yesterday but if any of them need to be included let me know and I will put them back in.

1. Part of the uniform screening standard is to include "Amended application forms that include questions aimed at identifying fraudulent answers and malicious intent"
  - a. Does this mean that all applications and petitions will need to be revised or standardized? We note that many of the forms have already been revised to include the questions related to criminality and national security.
  - b. If the answer to one of these questions reveals potential issues, what bearing will this have on benefit types that do not accord status and where the issue is not grounds for denial?
2. As part of the uniform screening standard the EO includes a directive to develop "a process to evaluate the applicant's likelihood of becoming a positively contributing member of society and the applicant's ability to make contributions to the national interest"
  - a. Is this process/determination a discretionary call or will there be defined areas?
3. Information is to be collected on "any other information relevant to public safety and security as determined by the Secretary of Homeland Security and the Attorney General, including information on the immigration status of foreign nationals charged with major offenses"
  - a. What is the definition of "major offenses" as it relates to this section? How is it different from the term "aggravated felony" as defined in the INA 101(a)(43)?
4. Can we accept/adjudicate/approve (if eligible) I-730s for following to join family members of individuals granted asylum (FTJ-A) and I-730s for following to join family members of refugees? Is there any distinction between the processing of I-730s for asylees and refugees?
5. For those outside the US currently in T (victims of trafficking) or U (victims of severe form of crime) nonimmigrant status from the seven countries, will they be allowed re-entry? If waivers can be granted case by case, how will those requests be handled?
6. How does the EO impact TRIG exemptions?
7. What is expected of us in terms of reporting?

- a. Data to be collected
- b. Frequency
- c. Transmission

FYI and in case you find this helpful, Pam sent me the numbers of FB/EB visas that were allocated to applicants from the applicable countries for FY-2017.

Iran	703 visa
Iraq	21 visas
Libya	47 visas
Somalia	7 visas
Sudan	9 visas
Syria	102 visas
Yemen	17 visas

I will go through all the EO's in more detail to see if there are other things that might impact us.

--Sophia

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[REDACTED] (b)(6)

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[REDACTED] (b)(6)

---

**From:** Neufeld, Donald W  
**Sent:** Monday, January 30, 2017 12:29 PM  
**To:** Arroyo, Susan K; Cox, Sophia; Hope, Leslie K; Hutchings, Pamela G; McCament, James W; McConnell, James E; Moran, Karla; Sabga, George M  
**Subject:** EO Hold

At the recently concluded leadership meeting we learned that the processing hold we put in place over the weekend will be lifted. All messaging must now be cleared through the Department, so we cannot communicate this in writing to the troops. However, I wanted you to know that so we don't waste time formulating questions about the hold or working on strategies to ensure compliance. I

expect that the final guidance may be more nuanced on the processing of parole requests, but otherwise we are expecting to lift the hold on adjustments and other form types. Please do not share this further in light of the messaging restrictions. We hope to have formal cleared language later today or tomorrow.

*Donald Neufeld*

Associate Director  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Ave NE, Suite 2125  
Washington, DC 20002

**From:** McCament, James W  
**To:** Campagnolo, Donna P; Neufeld, Donald W; Moran, Karla; Cox, Sophia; Hutchings, Pamela G; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** RE: I-192  
**Date:** Tuesday, February 07, 2017 1:24:08 PM

---

Great, thanks Donna. Hopefully we'll know more after the court hearing tonight.

**James W. McCament**  
Deputy Associate Director, Service Center Operations  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
Washington, DC 20529-2150

[REDACTED] (b)(6)

*This email (including any attachments) is intended solely for the use of the addressee(s) and may contain information that is sensitive or otherwise protected by applicable law. If you are not the intended recipient, your disclosure, copying, distribution or other use of (or reliance upon) the information contained in this email is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and delete or destroy all copies. Thank You.*

---

**From:** Campagnolo, Donna P  
**Sent:** Tuesday, February 07, 2017 2:11 PM  
**To:** McCament, James W; Neufeld, Donald W; Moran, Karla; Cox, Sophia; Hutchings, Pamela G; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** RE: I-192

Hi all. Just talked with Julie and got the first set of responses back in. Looks like FOD agrees that the 192 is the way to go. With that said, we will start working to incorporate feedback. It sounds like a meeting may be scheduled for tomorrow morning with Lori to solidify this. I'll be sure to keep you posted as new information is available.

Thanks again.

Donna Campagnolo  
HQ Service Center Operations

---

**From:** McCament, James W  
**Sent:** Tuesday, February 07, 2017 12:38 PM  
**To:** Neufeld, Donald W; Campagnolo, Donna P; Moran, Karla; Cox, Sophia; Hutchings, Pamela G; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** RE: I-192

Thanks Don. Yes we should be meeting but its not set. But we all wholly agree with your hope-and Lori expressed the same point to DHS on yesterdays call (robustly and enthusiastically I might add).

James W. McCament  
Deputy Associate Director,  
Service Center Operations Directorate

U.S. Citizenship and Immigration Services  
Department of Homeland Security  
Washington, DC 20520-2150

(b)(6)

This email (including any attachments) is intended solely for the use of the addressee(s) and may contain information that is sensitive or otherwise protected by applicable law. If you are not the intended recipient, your disclosure, copying, distribution or other use of (or reliance upon) the information contained in this email is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and delete or destroy all copies.

Thank You.

---

**From:** Neufeld, Donald W  
**Sent:** Tuesday, February 07, 2017 12:23:17 PM  
**To:** Campagnolo, Donna P; Moran, Karla; Cox, Sophia; Hutchings, Pamela G; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** RE: I-192

Thanks Donna. I'm assuming at some point there will be a meeting with Lori and others to discuss. You all have done a great job outlining options and it will be good to get the perspective of others. Among all of us, I'm hoping it all goes no where and we dodge this bullet.

---

**From:** Campagnolo, Donna P  
**Sent:** Tuesday, February 07, 2017 12:02:53 PM  
**To:** Neufeld, Donald W; Moran, Karla; Cox, Sophia; Hutchings, Pamela G; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** RE: I-192

Thanks Don. I'll take a look at that portion to ensure its all aligned with the I-192 recommendation. We have since removed the reference to VSC as well.

Donna Campagnolo  
HQ Service Center Operations

---

**From:** Neufeld, Donald W  
**Sent:** Tuesday, February 07, 2017 11:38 AM  
**To:** Moran, Karla; Cox, Sophia; Campagnolo, Donna P; Hutchings, Pamela G; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** RE: I-192

I guess I'm ambivalent on the E-verify piece. I think the checks we do on the beneficiaries are most important and unless we think an employer may be complicit in any intended misdeeds, I don't know that it makes a difference that Microsoft vouches for someone or a mom and pop operation without e-verify. Neither would necessarily know what's in the head of their employees.

I don't think this will be our call either way so as long as we don't have operational concerns we should just flag as a policy call.

There is a part in the doc where we say we think the I-131 is better. If we don't, we should fix that and also explain why we think the I-192 is preferable.

Again, thanks to everyone.

---

**From:** Moran, Karla  
**Sent:** Tuesday, February 07, 2017 10:52:02 AM  
**To:** Neufeld, Donald W; Cox, Sophia; Campagnolo, Donna P; Hutchings, Pamela G; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** RE: I-192

We (SCOPS) voted for the I-192. It's cleaner for us to implement and CBP will not have issues if they need to ER the person. The I-192 will provide them with an I-797 that is a Transportation Letter (draft language attached). They would need to provide a valid passport and visa to enter and be inspected. On the other hand, if we issue a parole – CBP is worried that if issues arise, they may try to say they have a parole.

Also, while e-verify isn't related to admission, we added it because the Fortune 500 companies are asking to vouch for their employees (e.g. Microsoft, Amazon, Google, etc.). This would ensure that we are only accepting letters from legitimate businesses that have been vetted. We thought it would be good to leave in but completely understand if it's taken out somewhere along the process, as many are reviewing.

---

**From:** Neufeld, Donald W  
**Sent:** Tuesday, February 07, 2017 10:46 AM  
**To:** Cox, Sophia; Campagnolo, Donna P; Hutchings, Pamela G; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** RE: I-192

Overall the paper looks very good. Thanks to everyone for pulling it together so quickly.

The everify requirement would purely be a policy call. I don't see the nexus between e-verify use and a national interest determination related to admission so I would advocate for removing it.

I agree that adding work to VSC is problematic so if we could do I-192s elsewhere that would be better. We also need to validate the 18000 volume estimate as I don't know who provided it or how it was calculated.

If we believe the I-131 is better we should explain why.

---

**From:** Cox, Sophia  
**Sent:** Tuesday, February 07, 2017 9:30:03 AM  
**To:** Campagnolo, Donna P; Hutchings, Pamela G; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D

Cc: Neufeld, Donald W  
Subject: RE: I-192

Adding Ron.

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[REDACTED] (b)(6)

---

**From:** Cox, Sophia  
**Sent:** Tuesday, February 07, 2017 8:39 AM  
**To:** Campagnolo, Donna P; Hutchings, Pamela G; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192  
**Importance:** High

Hi. Here are my concerns in the attached. Look forward to discussing.

- Why are we requiring E-Verify? Are we being told it is a requirement from the FO/Dept. or are we imposing it on ourselves?

[REDACTED] (b)(5)

- If the I-192 is denied, what would be the legal basis for the removal charge be?
- I know VSC already does the I-192s for the victims relate work, but this will coincide with cap where the contractors will already be knee deep in data entry. Recommend moving this elsewhere.

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[REDACTED] (b)(6)

---

**From:** Campagnolo, Donna P  
**Sent:** Tuesday, February 07, 2017 7:56 AM  
**To:** Hutchings, Pamela G; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Good morning Pam. Thanks so much for the feedback. It's for folks inside the US. We can certainly make that more clear.

Regarding the timeframe, as I understand it from Leslie, the major piece for start up is around the system updates. Leslie- please confirm. I don't know that those can be cut down.

All- If the system update timeframe ends up being too long, does the team have any ideas on what we can do without those in place for this? Also, if not 30 days for a processing time, what would you recommend?

Thanks again.

Donna

---

**From:** Hutchings, Pamela G  
**Sent:** Tuesday, February 07, 2017 7:49:49 AM  
**To:** Campagnolo, Donna P; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Good morning, All,

The opening paragraph seems to imply this form/process may be used for those visa holders currently "stuck" outside the U.S., is that correct? Otherwise the process proposed is manageable for USCIS to implement – in the long term. If this is simply a short term fix, required for a small number of affected individuals during this 80 day period, then a 45 day startup and 30 day processing time doesn't seem to meet their immediate needs.

Pam

---

**From:** Campagnolo, Donna P  
**Sent:** Monday, February 06, 2017 9:13 PM  
**To:** Moran, Karla; McCament, James W; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Hi all and thanks so much Karla. The I-192 version looks great.

I have been working on the 131 version, and because so much of that is similar to what we note about the I-192 processing, I decided to merge both options into one document and added some

background to give some context. Take a look and let me know what you think about that approach.

Bottom line is it looks like we could implement either option in about 45 days as the system updates to notices and filing look minimal and simple web updates. Can you verify those timelines? Also, do we want to go as far as to make a recommendation on which we think is the right one to implement or simply present both?

Thanks again. Looking forward to your feedback. Have a good night and looking forward to meeting in the morning.

Donna Campagnolo  
HQ Service Center Operations

---

**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 5:44 PM  
**To:** McCament, James W; Campagnolo, Donna P; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Subject:** I-192

All,

This is the latest draft version, we've updated with "business" and "student" criteria. Please feel free to edit.

Donna is working on a separate draft for paroles. We will discuss in the morning as these are both due by noon tomorrow.

Thanks,

*Karla Moran*  
*Senior Advisor for Operations*  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)

(b)(6)



## **Exception Order Authorization**

This notice is to advise you of action taken on Form I-192. The official notice has been mailed according to the mailing preference noted on the Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative. Any relevant documentation was mailed according to the specified mailing preference.

The above application for Exception to Executive Order \_\_\_\_\_ is approved.

Transportation Line: Presentation of this original document authorizes a transportation line to accept the named bearer on board for travel to the United States without liability under Section 273 of the Immigration and Nationality Act (INA). This travel authorization is issued pursuant to Section (3)(e) of Executive Order \_\_\_\_\_ dated January 27, 2017.

Recipient: This document authorizes a **SINGLE DEPARTURE** from the United States and a **SINGLE RETURN** to the United States. Upon your return to the United States and your arrival at a Port of Entry, you must present this document to Customs and Border Protection (CBP), together with your valid, unexpired non-immigrant visa, and your valid unexpired passport. Your travel must be within the validity period of this authorization and your valid non-immigrant visa.

CBP: This authorization has been issued pursuant to Section (3)(g) of Executive Order \_\_\_\_\_ following an individual case by case review and upon a determination that admission would be in the national interest. The named bearer is authorized to depart the United States temporarily, with the intent to return to the United States. Presentation of the original of this document and a valid visa allows a Customs and Border Protection (CBP) Officer at a Port of Entry to readmit the named bearer, whose photograph appears on this authorization into the United States based on Section (3)(g) of Executive Order \_\_\_\_\_.

## **WARNING NOTICE**

### **Read before you travel abroad**

Presentation of this Exception Order Authorization, together with a valid unexpired passport and a valid unexpired non-immigrant visa, will allow a CBP officer at a port-of entry to readmit you into the United States.

DHS can revoke or terminate your Exception Order Authorization at any time. If you are outside the United States when you are notified that DHS has revoked or terminated your Exception Order Authorization document, the revocation or termination of this travel document may leave you unable to return to the United States unless you receive a subsequent travel authorization.

Leaving the United States, even with this Exception Order Authorization, does not guarantee that you will be readmitted into the United States.

Inadmissibility in general: If you have concerns about admissibility and waivers, you should contact an immigration attorney or an immigrant assistance organization accredited by the BIA before making travel plans.

**From:** Neufeld, Donald W  
**To:** Cox, Sophia; Campagnolo, Donna P; Hutchings, Pamela G; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** RE: I-192  
**Date:** Tuesday, February 07, 2017 9:45:58 AM  
**Attachments:** EO\_Options for Travelers.sophia.2-7-17.824.am.docx

---

Overall the paper looks very good. Thanks to everyone for pulling it together so quickly.

The everify requirement would purely be a policy call. I don't see the nexus between e-verify use and a national interest determination related to admission so I would advocate for removing it.

I agree that adding work to VSC is problematic so if we could do I-192s elsewhere that would be better. We also need to validate the 18000 volume estimate as I don't know who provided it or how it was calculated.

If we believe the I-131 is better we should explain why.

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**Sent:** Tuesday, February 07, 2017 9:30:03 AM  
**To:** Campagnolo, Donna P; Hutchings, Pamela G; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Adding Ron.

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[REDACTED] (b)(6)

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**To:** Campagnolo, Donna P; Hutchings, Pamela G; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192  
**Importance:** High

Hi. Here are my concerns in the attached. Look forward to discussing.

- Why are we requiring E-Verify? Are we being told it is a requirement from the FO/Dept. or are we imposing it on

ourselves? [redacted]

(b)(5)

[redacted]

- If the I-192 is denied, what would be the legal basis for the removal charge be?
- I know VSC already does the I-192s for the victims relate work, but this will coincide with cap where the contractors will already be knee deep in data entry. Recommend moving this elsewhere.

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[redacted] (b)(6)

---

**From:** Campagnolo, Donna P  
**Sent:** Tuesday, February 07, 2017 7:56 AM  
**To:** Hutchings, Pamela G; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Good morning Pam. Thanks so much for the feedback. It's for folks inside the US. We can certainly make that more clear.

Regarding the timeframe, as I understand it from Leslie, the major piece for start up is around the system updates. Leslie- please confirm. I don't know that those can be cut down.

All- If the system update timeframe ends up being too long, does the team have any ideas on what we can do without those in place for this? Also, if not 30 days for a processing time, what would you recommend?

Thanks again.

Donna

---

**From:** Hutchings, Pamela G  
**Sent:** Tuesday, February 07, 2017 7:49:49 AM  
**To:** Campagnolo, Donna P; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W

**Subject:** RE: I-192

Good morning, All,



Pam

---

**From:** Campagnolo, Donna P

**Sent:** Monday, February 06, 2017 9:13 PM

**To:** Moran, Karla; McCament, James W; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia

**Cc:** Neufeld, Donald W

**Subject:** RE: I-192

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Thanks again. Looking forward to your feedback. Have a good night and looking forward to meeting in the morning.

Donna Campagnolo  
HQ Service Center Operations

---

**From:** Moran, Karla

**Sent:** Monday, February 06, 2017 5:44 PM

**To:** McCament, James W; Campagnolo, Donna P; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia

**Subject:** I-192

All,

This is the latest draft version, we've updated with "business" and "student" criteria. Please feel free to edit.

Donna is working on a separate draft for paroles. We will discuss in the morning as these are both due by noon tomorrow.

Thanks,

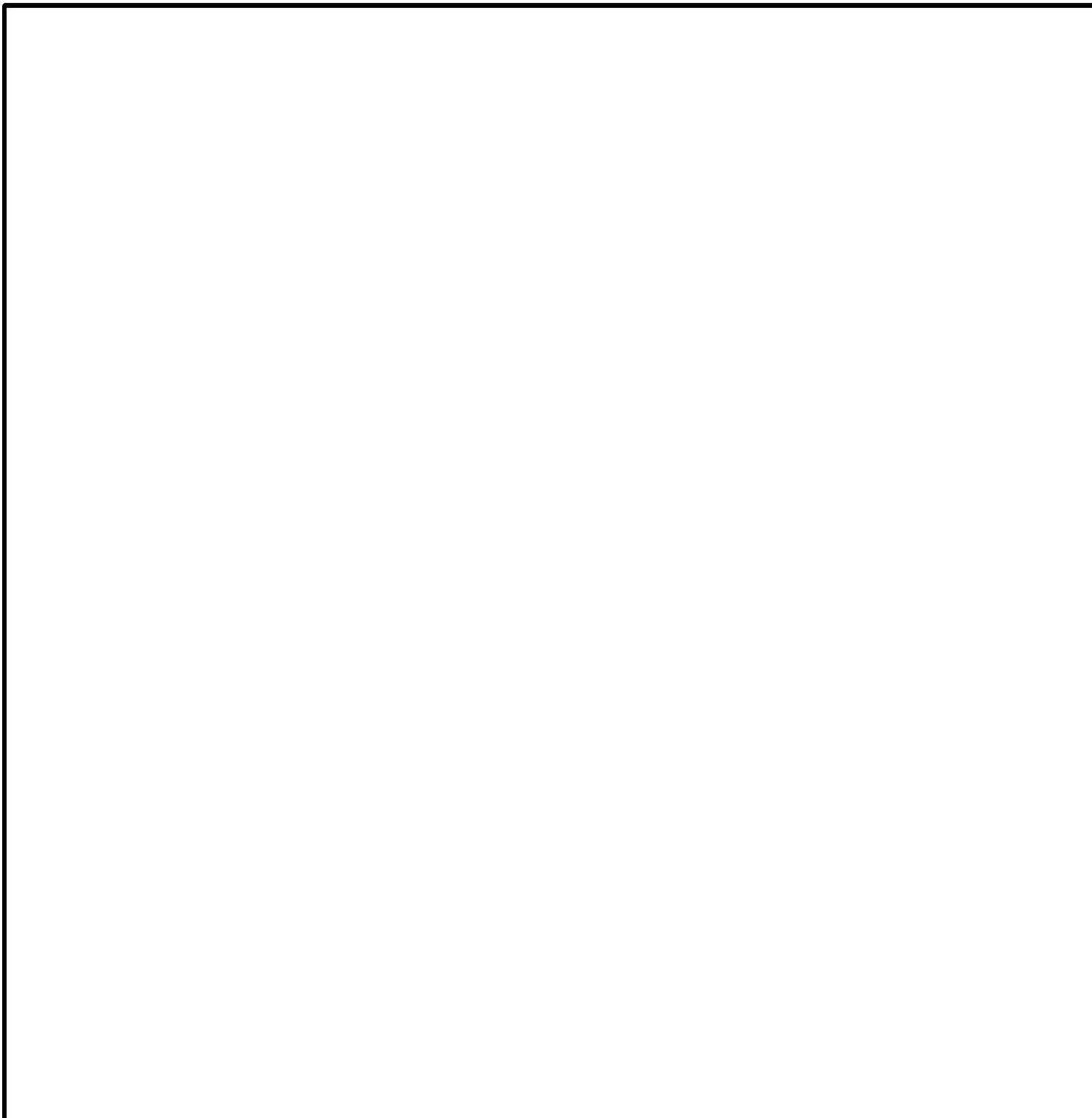
*Karla Moran*  
*Senior Advisor for Operations*  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)

(b)(6)

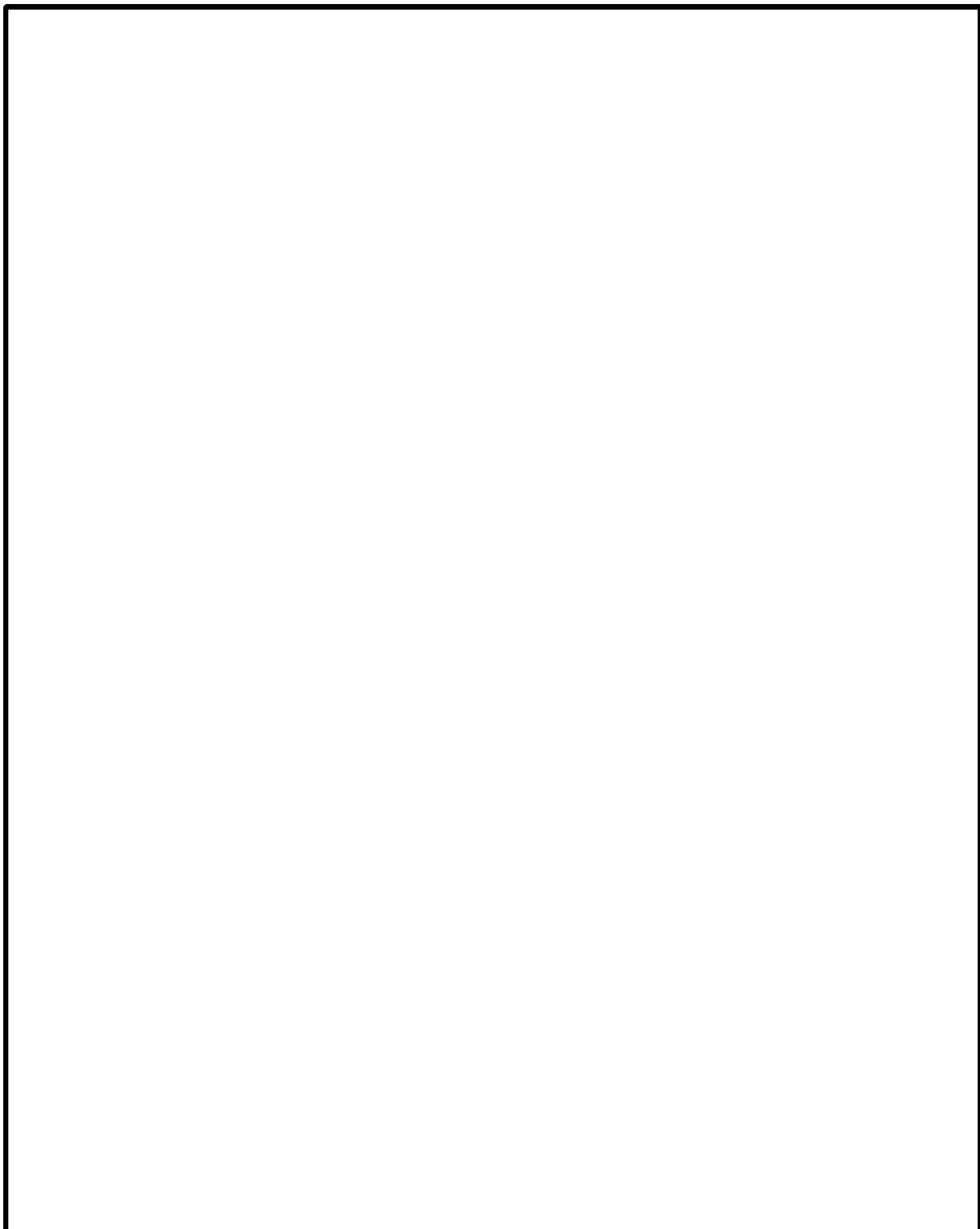
(b)(5)

**Waiver Options**

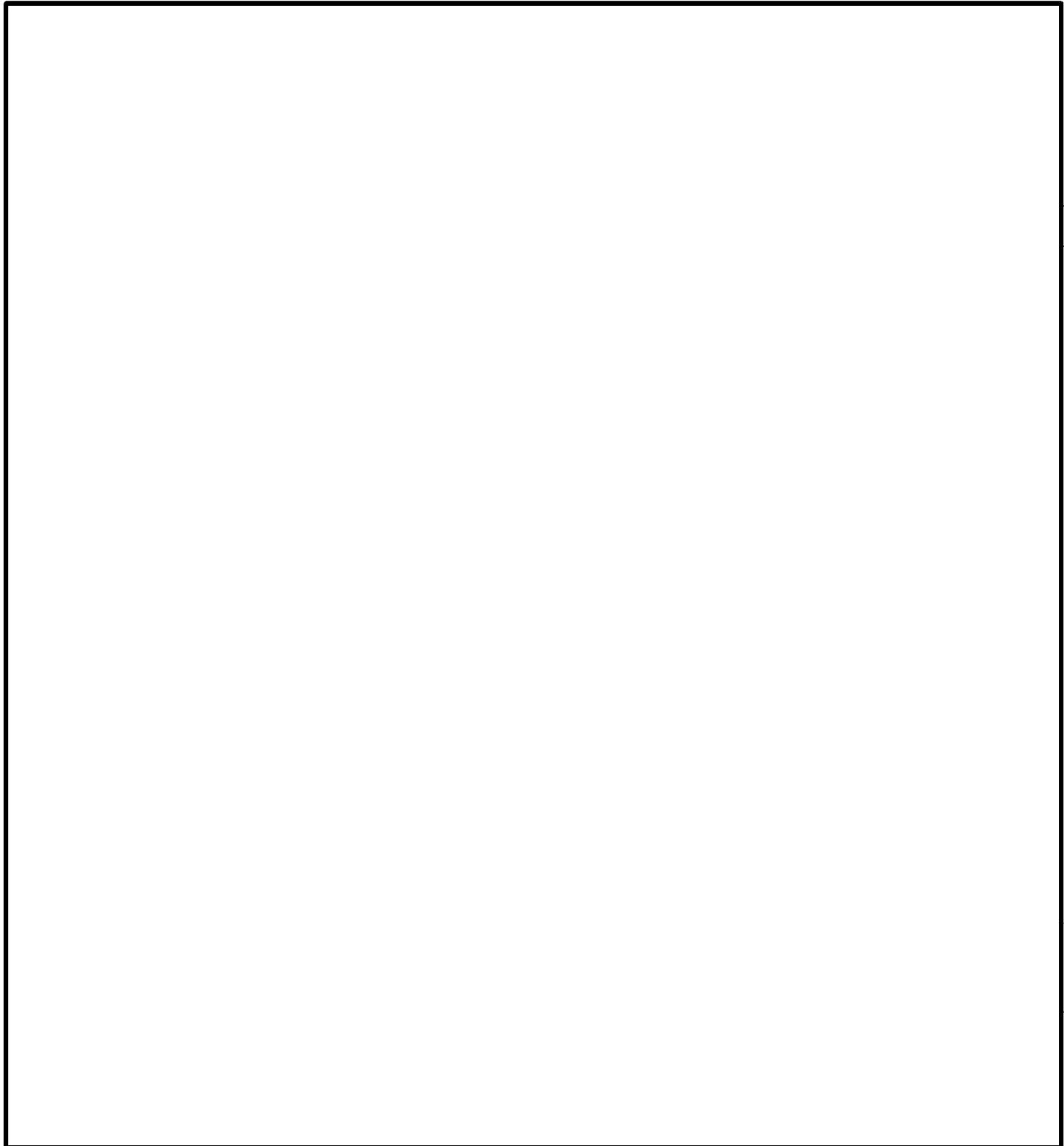
(b)(5)



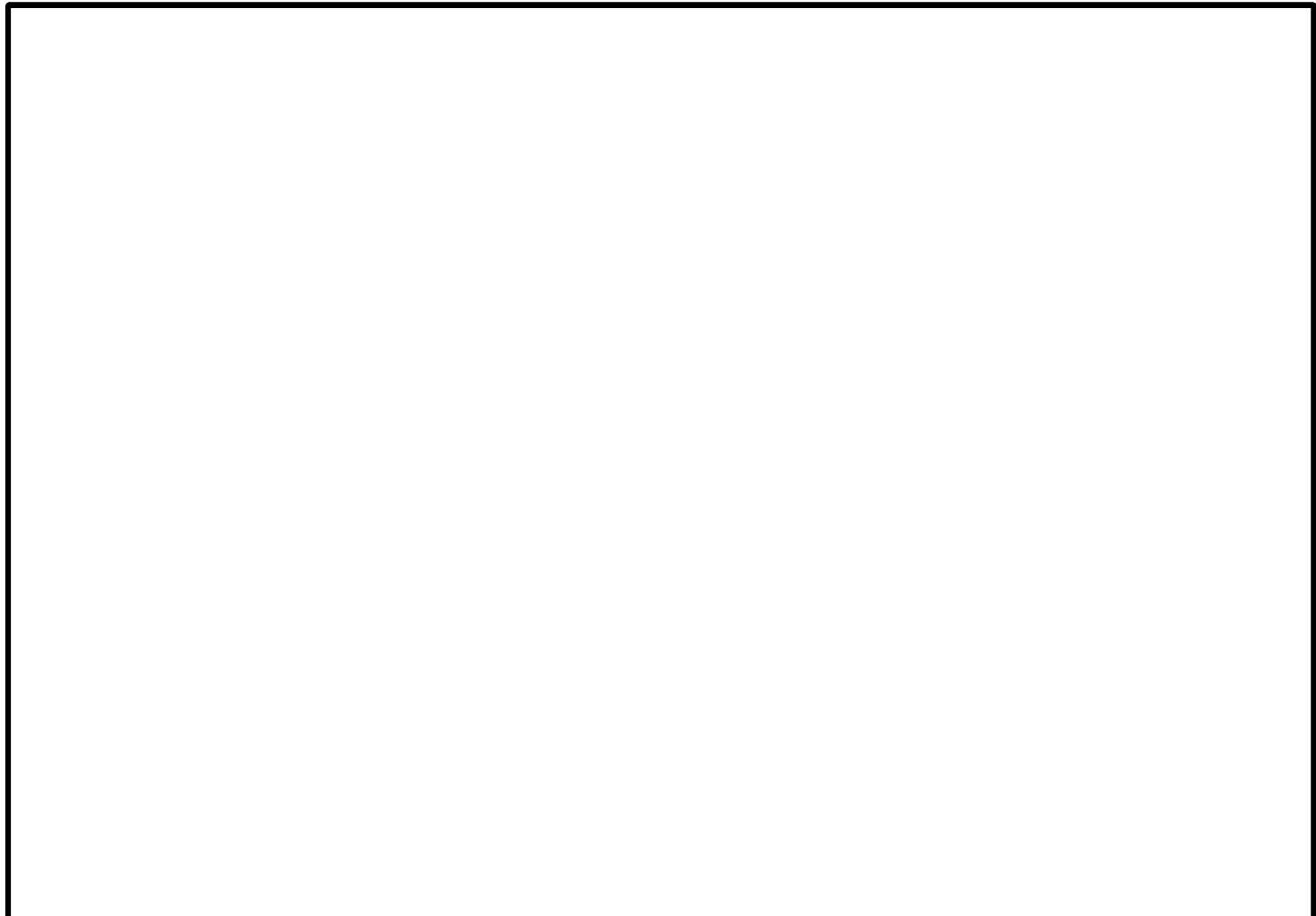
(b)(5)



(b)(5)



(b)(5)



**From:** [Campagnolo, Donna P](#)  
**To:** [Hutchings, Pamela G](#); [Moran, Karla](#); [McCament, James W](#); [Arroyo, Susan K](#); [Hope, Leslie K](#); [McConnell, James E](#); [Sabga, George M](#); [Cox, Sophia](#)  
**Cc:** [Neufeld, Donald W](#)  
**Subject:** RE: I-192  
**Date:** Tuesday, February 07, 2017 6:56:23 AM

---

Good morning Pam. Thanks so much for the feedback. It's for folks inside the US. We can certainly make that more clear.

Regarding the timeframe, as I understand it from Leslie, the major piece for start up is around the system updates. Leslie- please confirm. I don't know that those can be cut down.

All- If the system update timeframe ends up being too long, does the team have any ideas on what we can do without those in place for this? Also, if not 30 days for a processing time, what would you recommend?

Thanks again.  
Donna

---

**From:** Hutchings, Pamela G  
**Sent:** Tuesday, February 07, 2017 7:49:49 AM  
**To:** Campagnolo, Donna P; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Good morning, All,

The opening paragraph seems to imply this form/process may be used for those visa holders currently "stuck" outside the U.S., is that correct? Otherwise the process proposed is manageable for USCIS to implement – in the long term. If this is simply a short term fix, required for a small number of affected individuals during this 80 day period, then a 45 day startup and 30 day processing time doesn't seem to meet their immediate needs.

Pam

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**From:** Campagnolo, Donna P  
**Sent:** Monday, February 06, 2017 9:13 PM  
**To:** Moran, Karla; McCament, James W; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Hi all and thanks so much Karla. The I-192 version looks great.

I have been working on the 131 version, and because so much of that is similar to what we note about the I-192 processing, I decided to merge both options into one document and added some background to give some context. Take a look and let me know what you think about that

approach.

Bottom line is it looks like we could implement either option in about 45 days as the system updates to notices and filing look minimal and simple web updates. Can you verify those timelines? Also, do we want to go as far as to make a recommendation on which we think is the right one to implement or simply present both?

Thanks again. Looking forward to your feedback. Have a good night and looking forward to meeting in the morning.

Donna Campagnolo  
HQ Service Center Operations

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**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 5:44 PM  
**To:** McCament, James W; Campagnolo, Donna P; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Subject:** I-192

All,

This is the latest draft version, we've updated with "business" and "student" criteria. Please feel free to edit.

Donna is working on a separate draft for paroles. We will discuss in the morning as these are both due by noon tomorrow.

Thanks,

*Karla Moran*  
*Senior Advisor for Operations*  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)

(b)(6)

**From:** Campagnolo, Donna P  
**To:** Moran, Karla; McCament, James W; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192  
**Date:** Monday, February 06, 2017 8:13:05 PM  
**Attachments:** I92 eo option.docx

---

Hi all and thanks so much Karla. The I-192 version looks great.

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Bottom line is it looks like we could implement either option in about 45 days as the system updates to notices and filing look minimal and simple web updates. Can you verify those timelines? Also, do we want to go as far as to make a recommendation on which we think is the right one to implement or simply present both?

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**Subject:** I-192

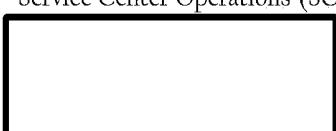
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Thanks,

*Karla Moran*  
Senior Advisor for Operations  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)



(b)(6)

## Waiver Options

**Background:** As a result of recent Executive Orders relating to limiting travel to the United States from 7 identified countries, the Department of Homeland Security is in a challenging position to assist individuals that may be stuck in this process. The concerning population consists of individuals, currently in the United States, that came to the US on a valid visa, but as a result of the recent Orders, can no longer enter and depart the country.

This is a truly unique situation for the Agency. One that we haven't encountered to date, thus, will require something new to be implemented. Essentially, DHS needs to create a process that would allow the individuals stuck in this scenario to apply to the Department prior to leaving the country. This provisional review will ensure that, upon their return to the United States, they will be allowed reentry. The goal being that this new process will provide them with a document that they could present to CBP when they arrive to allow entry.

It is estimated that approximately 18,000 people could be in this population.

While we believe that the best option to truly stay aligned to the intent of the Order is to not allow this, we understand that the Department needs to consider and possibly create an option to assure impacted individuals a safe return to the US. USCIS currently doesn't have an existing process that allows for this, thus, a new process must be created for this sole reason. As a result, USCIS is proposing two possible options for consideration.

### Option 1: Grant Exception to "Known Travelers"

#### I-192 Process Overview:

- USCIS shall adjudicate Form I-192, Application for Advance Permission to Enter as a Nonimmigrant. Currently, these cases are accepted at the Vermont Service Center (VSC). For ease of implementation we would look to locate this workload there as well.
  - Fees:
  - Form I-192    \$930 USD
  - Biometrics    \$80 USD
- Approval of the I-192 will generate Form I-797 that will allow the beneficiary to board an aircraft back to the United States. CBP will inspect and determine admission based on the beneficiary's NIV.
  - A denial of Form I-192 may result in the issuance of an NTA.
- USCIS (Service Center Operations) (SCOPS) will accept the current expedite process request for Form I-192.
  - Severe financial loss to company or person;
  - Emergency situation;

- Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;
  - Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);
  - USCIS error; or
  - Compelling interest of USCIS.
- Biometrics are required for all I-192 cases. Adjudication will not occur until results are received and analyzed.
- Premium Processing is not available for Form I-192.
- USCIS Field Operations will accept emergency process request for Form I-192, when the Form I-192 is pending with USCIS (SCOPS).
- Routine processing time for I-192 requests will be 30 days.

Mandatory Criteria:

The applicant must file Form I-192 with the evidence described in “criteria” below.

1. Business Traveler Criteria
  - a) Traveler must have a valid Non Immigrant Visa (H, L, O, P, R).
  - b) U.S. employer must be enrolled in e-Verify.
  - c) Must have an original letterhead/signed letter by CEO, Vice President, or President level, from U.S. Company indicating purpose of travel (business) and length of trip.
  - d) Travel may only be for business.
  - e) Travel may not be for vacation.
  - f) Travel may not be to one of the seven countries indicated on Executive Order.
2. Student Traveler Criteria
  - a) Student must have a valid Non Immigrant Visa (F, M, J).
  - b) U.S. University/School must be verified in SEVIS.
  - c) Must have an original letterhead/signed letter by Vice President, or President level, from U.S. University/School indicating purpose of travel (business) and length of trip.
  - d) Travel may only be for business.
  - e) Travel may not be for vacation.
  - f) Travel may not be to one of the seven countries indicated on Executive Order.

Option #1 - Required for Implementation:

1. Communications on new process to the public
2. Preparation at VSC for intake and customer interaction.
  - a. Training on new process

### 3. System Updates:

- Form I-192 – Currently, very little data is collected on the I-192 in USCIS systems. A modification to CLAIMS 3 will be required to add additional data fields. This piece is essential so that we can differentiate these cases from others and be able to run reports on this specific workload. It is estimated that this modification can be made in an estimated two weeks.
- Form I-797 resides in the local C3 print service. Changes can be made to the notice (body) within two weeks; however, header changes may require more time. Total estimated time for changes is 30 days.

If required, USCIS could implement this portion of option #1 in 45 days. It's important to note at this stage in the proposed process that true success will be dependent on CBP also playing a role in the process as these individuals enter the United States. The CBP process overview is noted below.

### **CBP Process**

#### Option #2 – Advanced Parole

I-131 Process Overview: Much of the process flow as identified in Option # 1 will also apply here in the I-131 process.

- USCIS shall adjudicate Form I-131, Application for Travel Document.
- All Service Centers and many Field Office locations currently adjudicate I-131s, Advanced Parole. For this workload, SCOPS would look to the Nebraska Service Center (NSC) to process these requests.
- The I-131 is a form that we use in support of many different benefits. As a result, this option may be a bit more challenging to segregate the population for reporting purposes. We do believe that we can find a way to do that through data analysis, just wanted to note it in the proposal as a challenge that needs to be overcome.
  - If it is identified that there is a particular need to have these cases follow a different process then the standard we could create an exception here. The Service Center could process the I-131, and USCIS could ask the individual to come into the Field Office to gather their travel document. Otherwise, the standard process is they will receive their travel document via the mail.
- With that said, advanced parole, under its definition and in looking at the Agency's past use of it, is the solution that makes the most sense and is completely aligned to the intent of parole and USCIS processing.
  - Fees:
  - Form I-131    \$575 USD

- Biometrics \$80 USD

- Approval of the I-131 will generate Form I-797 as well as a I-512, which is a travel document. This document will allow the beneficiary to board an aircraft back to the United States. CBP will inspect and determine admission based on the beneficiary's NIV.
  - A denial of Form I-131 may result in the issuance of an NTA.
- USCIS (Service Center Operations) (SCOPS) will accept the current expedite process request for Form I-131.
  - Severe financial loss to company or person;
  - Emergency situation;
  - Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;
  - Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);
  - USCIS error; or
  - Compelling interest of USCIS.
- Biometrics are required for all I-131 cases. Adjudication will not occur until results are received and analyzed.
- Premium Processing is not available for Form I-131.
- USCIS Field Operations will accept emergency process requests for Form I-512, Request for Travel Document, when the Form I-131 is pending with USCIS (SCOPS).
- Routine processing time for I-131 requests will be 30 days.

Mandatory Criteria:

The applicant must file Form I-131 with the evidence described in “criteria” below.

3. Business Traveler Criteria
  - g) Traveler must have a valid Non Immigrant Visa (H, L, O, P, R).
  - h) U.S. employer must be enrolled in e-Verify.
  - i) Must have an original letterhead/signed letter by CEO, Vice President, or President level, from U.S. Company indicating purpose of travel (business) and length of trip.
  - j) Travel may only be for business.
  - k) Travel may not be for vacation.
  - l) Travel may not be to one of the seven countries indicated on Executive Order.
4. Student Traveler Criteria

- g) Student must have a valid Non Immigrant Visa (F, M, J).
- h) U.S. University/School must be verified in SEVIS.
- i) Must have an original letterhead/signed letter by Vice President, or President level, from U.S. University/School indicating purpose of travel (business) and length of trip.
- j) Travel may only be for business.
- k) Travel may not be for vacation.
- l) Travel may not be to one of the seven countries indicated on Executive Order.

Option #2 - Required for Implementation:

- 4. Communications on new process to the public
- 5. Preparation at NSC for intake and customer interaction.
  - a. Training on new process
- 6. System Updates:
  - Form I-512 – USCIS would like to modify the language to the I-512 for this new process so that it is clear that these cases are the exception to the Order. Updates will take approximately 1 month.
  - Form I-797 (approval notice) for the I-131 resides in the local C3 print service. Changes can be made to the notice (body) within two weeks; however, header changes may require more time. Total estimated time for changes is 30 days.

If required, USCIS could implement this portion of option #2 in 45 days. It's important to note at this stage in the proposed process that true success will be dependent on CBP also playing a role in the process as these individuals enter the United States. The same process that CBP outlined in Option #1 would apply here in Option #2 as well.

**From:** Moran, Karla  
**To:** Tamanaha, Emisa T  
**Cc:** McCament, James W; Campagnolo, Donna P; Baran, Kathy A  
**Subject:** RE: 6 Cases  
**Date:** Monday, February 06, 2017 3:44:41 PM

---

I'm updated but I'll update again.

---

**From:** Tamanaha, Emisa T  
**Sent:** Monday, February 06, 2017 4:40:28 PM  
**To:** Moran, Karla  
**Cc:** McCament, James W; Campagnolo, Donna P; Baran, Kathy A  
**Subject:** RE: 6 Cases

Hi Karla,

I am with the IT personnel trying to send you the attachments via PKI, but it is telling me that you may have missing or invalid certificate. You may need to publish your PKI certificate to GAL in order for me to send you this via PKI. I have the copies whenever you are ready to receive them.

Thank you,  
Emisa

---

**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 1:32 PM  
**To:** Tamanaha, Emisa T  
**Cc:** Campagnolo, Donna P; McCament, James W; Baran, Kathy A  
**Subject:** RE: 6 Cases

Great. That info is enough for us to answer the inquiry. But, the copies may be needed later.

Thanks so much, Emisa  
Karla

---

**From:** Tamanaha, Emisa T  
**Sent:** Monday, February 06, 2017 4:20:06 PM  
**To:** Moran, Karla  
**Cc:** Campagnolo, Donna P; McCament, James W; Baran, Kathy A  
**Subject:** RE: 6 Cases

No, the 3 cases (H-1Bs) are automatic revocations based on petitioner's withdrawal request. The other two are I-129 and I-539 COS from L to E2 where the final decision has not been made yet as we will need to issue NOI. They are not adverse decision based on DOS NIV revocation. I will forward you the auto revocation notices as soon as PKI is fixed.

---

**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 1:14 PM

**From:** [Neufeld, Donald W](#)  
**To:** [Moran, Karla](#); [McConnell, James E](#); [Hope, Leslie K](#); [Hutchings, Pamela G](#); [Thomas, Ronnie D](#); [Campagnolo, Donna P](#)  
**Cc:** [McCament, James W](#); [Cox, Sophia](#)  
**Subject:** RE: Friday's EO  
**Date:** Saturday, January 28, 2017 9:12:45 AM

---

One more thing, the suspension does not apply to those foreign nationals traveling on A-1, A-2, G-1, G-2, G-3, G-4, NATO, C-2 or diplomatic type visas, or to issuance of visas in those categories. Do we adjudicate anything related to those visa categories at the centers?

---

**From:** Neufeld, Donald W  
**Sent:** Saturday, January 28, 2017 10:07 AM  
**To:** Moran, Karla; McConnell, James E; Hope, Leslie K; Hutchings, Pamela G; Thomas, Ronnie D; Campagnolo, Donna P  
**Cc:** McCament, James W; Cox, Sophia  
**Subject:** Friday's EO

Sorry to bother you over the weekend. The President signed an executive order on Friday titled "Protecting the Nation from Foreign Terrorist Entry into the United States". Among other things, it prevents the entry of citizens or nationals from Syria, Iraq, Iran, Somalia, Yemen, Sudan, and Libya for a 90 day period. I am working with Dan, Andrew, Tracy and Lori on a message to send out this weekend that would suspend certain adjudications while we seek guidance/clarity on how this will specifically apply to our workloads.

Most likely, on Monday we will want to identify any potentially impacted cases in C3 and ELIS. I assume it will be possible to run reports identifying cases with applicants, requestors or beneficiaries from these countries sorted by form type. Does anyone know if we could somehow flag them for hold? Ideally we'd be able to prevent accidental approval, but even if we can't stop approval it would be good to flag them for adjudicators. Also, this isn't an indefinite hold so whatever we do it needs to allow normal processing to proceed fairly easily at some point in the future.

At this point, I'm just looking for thoughts and ideas on how to identify what will be a changing universe of cases and flag them for possible special handling. I'd prefer to keep this among ourselves for now so please check with me before sharing with anyone. Any thoughts or concerns are appreciated.

Thanks,

Don

**From:** Hutchings, Pamela G  
**To:** Campagnolo, Donna P; Cox, Sophia; Neufeld, Donald W; Moran, Karla; McConnell, James E; Hope, Leslie K; Thomas, Ronnie D  
**Cc:** McCament, James W  
**Subject:** RE: Friday's EO  
**Date:** Saturday, January 28, 2017 4:35:28 PM

---

My comments and questions:

There is a large population of I-730s from the effected countries and smaller population of I-130s. Adjudication of these petitions does not admit a person, therefore if the Bene is overseas the EO would apply to the visa issuance at our office or DOS not our SCs. However, if the bene is in the US and adjusting stateside would that be seen as an entry? FOD would handle these cases.

Will this EO prevent USCIS from adjudicating EOS and/or COS requests filed by nationals from the effected countries?

Would 765s be effected? Would there be an instance where CBP would accept an EAD doc as evidence for admission? Canadian and Mexicans perhaps?

---

**From:** Campagnolo, Donna P  
**Sent:** Saturday, January 28, 2017 9:57:03 PM  
**To:** Cox, Sophia; Neufeld, Donald W; Moran, Karla; McConnell, James E; Hope, Leslie K; Hutchings, Pamela G; Thomas, Ronnie D  
**Cc:** McCament, James W  
**Subject:** RE: Friday's EO

Perfect. Thanks so much Sophia. Greatly appreciate it.

Donna

---

**From:** Cox, Sophia  
**Sent:** Saturday, January 28, 2017 2:08:28 PM  
**To:** Campagnolo, Donna P; Neufeld, Donald W; Moran, Karla; McConnell, James E; Hope, Leslie K; Hutchings, Pamela G; Thomas, Ronnie D  
**Cc:** McCament, James W  
**Subject:** RE: Friday's EO

No worries , Donna. I will be home in about 90 min and can pull a quick write up together. I also have several questions that I can send for consideration.

--Sophia

---

**From:** Campagnolo, Donna P  
**Sent:** Saturday, January 28, 2017 1:18:26 PM  
**To:** Cox, Sophia; Neufeld, Donald W; Moran, Karla; McConnell, James E; Hope, Leslie K; Hutchings, Pamela G; Thomas, Ronnie D  
**Cc:** McCament, James W

**Subject:** RE: Friday's EO

Hi Sophia. I think you may be right about the As and Gs. I'll check and confirm.

Thanks all.

Donna

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**From:** Cox, Sophia

**Sent:** Saturday, January 28, 2017 11:29:44 AM

**To:** Neufeld, Donald W; Moran, Karla; McConnell, James E; Hope, Leslie K; Hutchings, Pamela G; Thomas, Ronnie D; Campagnolo, Donna P

**Cc:** McCament, James W

**Subject:** RE: Friday's EO

I think the A and Gs might be done at the Washington district office but I am not 100% sure. Donna might remember?? There might be some 765 related to their dependents who are students. I'll check the 765 instructions.

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**Sent:** Saturday, January 28, 2017 10:12:43 AM

**To:** Moran, Karla; McConnell, James E; Hope, Leslie K; Hutchings, Pamela G; Thomas, Ronnie D; Campagnolo, Donna P

**Cc:** McCament, James W; Cox, Sophia

**Subject:** RE: Friday's EO

One more thing, the suspension does not apply to those foreign nationals traveling on A-1, A-2, G-1, G-2, G-3, G-4, NATO, C-2 or diplomatic type visas, or to issuance of visas in those categories. Do we adjudicate anything related to those visa categories at the centers?

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**To:** Hutchings, Pamela G; Campagnolo, Donna P; Neufeld, Donald W; Moran, Karla; McConnell, James E; Hope, Leslie K; Thomas, Ronnie D  
**Cc:** McCament, James W  
**Subject:** RE: Friday's EO  
**Date:** Monday, January 30, 2017 6:53:49 AM

---

Hi. One of the questions I flagged is whether/how the EO impacts the 180-day auto extension under AC21 for timely filed renewal applications under the eligible categories, which includes those admitted as refugees, granted asylum, and pending asylum, among others, which could impact folks from affected countries. We had been working with Magteld and her team all last week to resolve the plain language issues and also fine tune and I believe the web page is with the FO. I also believe that the ETA from OCOMM for posting was today or tomorrow. Until we have a better handle on the EO and how it affects us, would you like to me to reach out to OCOMM or ask Magteld to reach out to OCOMM to put a hold on that web page?

--Sophia

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[REDACTED] (b)(6)

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**From:** Cox, Sophia  
**Sent:** Sunday, January 29, 2017 7:53 PM  
**To:** Hutchings, Pamela G; Campagnolo, Donna P; Neufeld, Donald W; Moran, Karla; McConnell, James E; Hope, Leslie K; Thomas, Ronnie D  
**Cc:** McCament, James W  
**Subject:** RE: Friday's EO

Hi. It ended up being more questions than what I initially thought. Since I had a number of questions, I put them in the attached Word document so they can be more easily be combined with Pam's questions and questions anyone else may have. There is a potential AC21 impact regarding renewals filed under the eligible categories. I am also attaching a list of those categories so you have it handy as you read through the document.

Let me know if you have any questions.

--Sophia

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[REDACTED] (b)(6)

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**Cc:** McCament, James W  
**Subject:** RE: Friday's EO

Hi. I came up with a few questions, which I will send you in the am

--Sophia

---

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**Sent:** Saturday, January 28, 2017 5:35 PM  
**To:** Campagnolo, Donna P; Cox, Sophia; Neufeld, Donald W; Moran, Karla; McConnell, James E; Hope, Leslie K; Thomas, Ronnie D  
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**Subject:** Friday's EO

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At this point, I'm just looking for thoughts and ideas on how to identify what will be a changing universe of cases and flag them for possible special handling. I'd prefer to keep this among ourselves for now so please check with me before sharing with anyone. Any thoughts or concerns are appreciated.

Thanks,

Don

**From:** [Campagnolo, Donna P](#)  
**To:** [Cox, Sophia](#); [Neufeld, Donald W](#); [Moran, Karla](#); [McConnell, James E](#); [Hope, Leslie K](#); [Hutchings, Pamela G](#); [Thomas, Ronnie D](#)  
**Cc:** [McCament, James W](#)  
**Subject:** RE: Friday's EO  
**Date:** Monday, January 30, 2017 8:53:54 AM

---

Good morning Sophia. Can you please take a look at the premium reg for us? Discussion this morning was if we have premium cases that will go beyond 15 days because they are part of this hold, do we refund? Looks like some of the centers already have some cases that are getting close to this situation between the 140s and 129s. It isn't that we can't adjudicate them in the timeframe, it's that we have an EO that may not allow for this...

Thanks in advance.

Donna Campagnolo  
HQ Service Center Operations

---

**From:** Cox, Sophia  
**Sent:** Saturday, January 28, 2017 9:01 PM  
**To:** Campagnolo, Donna P; Neufeld, Donald W; Moran, Karla; McConnell, James E; Hope, Leslie K; Hutchings, Pamela G; Thomas, Ronnie D  
**Cc:** McCament, James W  
**Subject:** RE: Friday's EO

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This is all I can think of for now. If I come up with anything else, I will send it forward.

--Sophia

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[redacted] (b)(6)

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**To:** Cox, Sophia; Neufeld, Donald W; Moran, Karla; McConnell, James E; Hope, Leslie K; Hutchings, Pamela G; Thomas, Ronnie D  
**Cc:** McCament, James W  
**Subject:** RE: Friday's EO

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**Sent:** Saturday, January 28, 2017 11:29:44 AM  
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**Cc:** McCament, James W  
**Subject:** RE: Friday's EO

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**Cc:** McCament, James W; Cox, Sophia  
**Subject:** RE: Friday's EO

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**Cc:** McCament, James W  
**Subject:** RE: Friday's EO  
**Date:** Monday, January 30, 2017 9:41:27 AM

---

I believe there is an exception where a matter is under investigation – I don't think that will apply here but it would be good to track down and review the language just in case.

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**From:** Cox, Sophia  
**Sent:** Monday, January 30, 2017 10:36 AM  
**To:** Campagnolo, Donna P; Neufeld, Donald W; Moran, Karla; McConnell, James E; Hope, Leslie K; Hutchings, Pamela G; Thomas, Ronnie D  
**Cc:** McCament, James W  
**Subject:** RE: Friday's EO

Sure thing. I am pretty sure we have to refund if we do not take action in 15 days. The PP regs are at 8 CFR 103.7(e). It's 15 calendar days. Per 103.7(e)(2)(i) the 15 day processing period begins when USCIS receives the request for PP accompanied by an eligible employment-based immigration benefit request. Per 103.7(e)(2)(ii), if USCIS cannot reach a final decision on the request for which PP was requested, as evidenced by an approval, denial, NOID, or RFE, we will refund the PP fee but continue to process the case. I don't see anything in the PP regs that provide for any type of exception. Hope this helps. Let me know if you need anything else.

--Sophia

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[REDACTED] (b)(6)

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**From:** Neufeld, Donald W  
**To:** Arroyo, Susan K; Cox, Sophia; Hope, Leslie K; Hutchings, Pamela G; McCament, James W; McConnell, James E; Moran, Karla; Sabga, George M  
**Subject:** EO Hold  
**Date:** Monday, January 30, 2017 11:29:17 AM

---

At the recently concluded leadership meeting we learned that the processing hold we put in place over the weekend will be lifted. All messaging must now be cleared through the Department, so we cannot communicate this in writing to the troops. However, I wanted you to know that so we don't waste time formulating questions about the hold or working on strategies to ensure compliance. I expect that the final guidance may be more nuanced on the processing of parole requests, but otherwise we are expecting to lift the hold on adjustments and other form types. Please do not share this further in light of the messaging restrictions. We hope to have formal cleared language later today or tomorrow.

*Donald Neufeld*

Associate Director  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Ave NE, Suite 2125  
Washington, DC 20002

**From:** La Bella, Magteld H  
**To:** Moran, Karla  
**Subject:** FW: Executive Action Hot Topic  
**Date:** Monday, January 30, 2017 3:54:53 PM  
**Attachments:** Hot Topic on EO and Litigation 01302017.doc

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Karla,

Do you know if OCC has already come up with language for SRMTs or other inquiries that the SCs may get regarding the travel ban EO? Or should I initiate that language from OCC? I attached the CSPED language. Can I send the QAs you emailed this morning to the CSs?

What do you think?

Magteld

---

**From:** Ellis, Rachel H  
**Sent:** Monday, January 30, 2017 4:49 PM  
**To:** Bohorquez, Lila Y; Saldana, Diana X; Herres, Janelle M; Jenkins, Karmin R  
**Cc:** La Bella, Magteld H  
**Subject:** Executive Action Hot Topic

Hi everyone,

Please see attached the cleared hot topic for the call centers on the executive action. Please note that this is for internal dissemination only for the use of verbally answering public inquiries. This is what the call centers will be using, but we will of course defer to SCOPS in terms of how to respond to inquiries from service center stakeholders.

In addition, the final fact sheet has been posted on the DHS website:

<https://www.dhs.gov/news/2017/01/29/protecting-nation-foreign-terrorist-entry-united-states>.

Thanks,  
Rachel

**USCIS-CSPED  
Information Update  
CMO-120  
01/30/2017**



**U.S. Citizenship  
and Immigration  
Services**

**Executive Order: Protecting the Nation from Foreign Terrorist Entry**

**Release Date to  
Call Centers:  
01/30/2017**

**Discard Date:  
03/01/2017**

## **For Internal Use Only**

The executive order signed on January 27, 2017, allows for the proper review and establishment of standards to prevent terrorist or criminal infiltration by foreign nationals. In order to ensure that the United States government can conduct a thorough and comprehensive analysis of the national security risks posed from our immigration system, it imposes a 90-day suspension on entry to the United States of nationals of certain designated countries.

For the next 90 days, nearly all travelers, except U.S. citizens, traveling from Iraq, Syria, Sudan, Iran, Somalia, Libya, and Yemen will be temporarily suspended from entry to the United States. The 90 day period will allow for proper review and establishment of standards to prevent terrorist or criminal infiltration by foreign nationals.

Lawful permanent residents of the United States traveling on a valid I-551(green card) will be allowed to board U.S. bound aircraft and will be assessed for exceptions at arrival ports of entry, as appropriate. The entry of these individuals, subject to national security checks, is in the national interest. Therefore, we expect swift entry for these individuals.

DHS and the Department of State have the authority, on a case-by-case basis, to issue visas or allow the entry of nationals of these countries into the United States when it serves the national interest.

The Refugee Admissions Program will be temporarily suspended for the next 120 days while DHS and interagency partners review screening procedures to ensure refugees admitted in the future do not pose a security risk to citizens of the United States.

The executive order does not prohibit entry of, or visa issuance to, travelers with diplomatic visas, North Atlantic Treaty Organization visas, C-2 visas for travel to the United Nations, and G-1, G-2, G-3, and G-4 visas.

We ACT Together  
Accuracy ★ Completeness ★ Courtesy ★ Timeliness

## **Questions and Answers: Protecting the Nation from Foreign Terrorist Entry into the United States**

### **Q1: How is the president legally allowed to issue this kind of executive order?**

A: Congress provided the President with the authority under section 212(f) of the Immigration and Nationality Act to suspend the entry of any class of aliens he deems detrimental to the interests of the United States. This authority has been exercised by Presidents for decades, and has been a component of our immigration laws since the Immigration and Nationality Act of 1952.

### **Q2: Does this Executive Order apply to green card holders from one of the seven countries listed?**

A: Green card holders are eligible for national interest waivers consistent with the provisions of the Executive Order. The Secretary has determined that, absent significant derogatory information about an individual, it is in the national interest to allow entry for green card holders. The Executive Order does not affect lawful permanent residents who are currently in the country.

### **Q3: So far, how many Lawful Permanent Residents have not been allowed to enter pursuant to the Exception to the Executive Order?**

A: Two. One, who was entered into proceedings based on a criminal record. Another individual chose to return to Canada and withdrew his request for entry.

### **Q4: So far, how many aliens with special immigrant visas have been denied entry?**

A: None

### **Q5: Does this Executive Order apply to dual nationals of the seven countries who want to enter the U.S.? If they apply for entry based on their citizenship from one of the countries NOT on the list, will they be allowed entry?**

A: Yes, but travelers are being treated according to the travel document they present. For example, if they present a Canadian passport, that is how they are processed for entry.

### **Q6: What happened to the two men being held at JFK who were released?**

A: While DHS does not generally comment on individual cases, CBP is granting waivers, as outlined in the Executive Order, to individuals whose admission into the country is in the national interest, and who does not pose a national security threat.

### **Q7: What do the two exemptions in the Executive Order mean? How are they applied to individual cases?**

A: DHS and State can review individual cases and grant waivers on a case-by-case basis if that individual's admission to the United States is deemed to be in the national interest and if they do not pose a national security threat.

### **Q8: How will the EO affect college students from the barred countries, such as F1/J1/M1 visa holders? Are they included in the ban? What kind of guidance is being given to foreign students from these countries legally in the US?**

A: F1/J1/M1 visas are currently temporarily suspended due to the executive order. Individuals who were in the U.S. at the time of the signing of the executive order are not affected by the order. However, individuals who were out of the country at the time of the signing, or who travel out of the country and attempt to return will not be allowed to return for this temporary period. The Department is evaluating whether those who are precluded from returning as a result of the Executive Order will be considered to have maintained their status as F1 or M1 students.

**Q9: Is it correct that DHS workers were instructed to implement at 4:30 pm on Friday, Jan 27?**

A: The Executive Order and the instructions therein were effective at the time of the order's signing. Guidance was provided to DHS field personnel shortly thereafter.

**Q12: Can USCIS continue refugee interviews of religious minorities and for countries with which we have an agreement?**

A: DHS and DOS continue to review the Executive Order and will conduct interviews as appropriate and consistent with the Executive Order.

**Q13: Will the U.S. accept emergency requests to process a refugee who will then travel?**

A: DHS and DOS will coordinate the processing of individual refugee cases which may be appropriate for travel consistent with the Executive Order.

**Q14: Can the exception for refugee admission be used in I-730 cases (family members following to join) for the petition of refugee/asylee relatives?**

A: These cases will be evaluated on a case-by-case basis.

**Q15: Does "from one of the seven countries" mean citizen, national or born in?**

A: Travelers are being treated according to the travel document they present.

**Q16: Does the Executive Order apply to those currently being adjudicated for naturalization?**

A: No. USCIS will continue to adjudicate N-400 applications for naturalization and administer the oath of citizenship consistent with prior practices.

**Q17: How does the lawsuit/stay affect DHS operations in implementing this executive order?**

A: Upon issuance of the court orders yesterday, U.S. Customs and Border Protection (CBP) immediately began taking steps to comply with the orders. Concurrently, the Department of Homeland Security continues to work with our partners in the Departments of Justice and State to implement President Trump's executive order on protecting the nation from foreign terrorist entry into the United States.

We are committed to ensuring that all individuals affected by the executive orders, including those affected by the court orders, are being provided all rights afforded under the law. We are also working closely with airline partners to prevent travelers who would not be granted entry under the executive orders from boarding international flights to the U.S. Therefore, we do not anticipate that further individuals traveling by air to the United States will be affected.

As Secretary Kelly previously stated, in applying the provisions of the president's Executive Order, the entry of lawful permanent residents is in the national interest. Accordingly, absent significant derogatory information indicating a serious threat to public safety and welfare, lawful permanent resident status will be a dispositive factor in our case-by-case determinations.

**Q18: Does DHS have a comment on the protests happening at airports around the country?**

A: The Department of Homeland Security fully respects the rights of all people to voice their opinion within the confines of the law.

**Q19: What about refugees who are considered to be “in transit?”**

A: There are currently 872 refugees who are considered to be in transit who are scheduled to arrive in the United States this week. The Secretaries of State and DHS have coordinated and will process the 872 individuals consistent with the terms of the Executive Order, which we've operationalized by assessing each traveler on a case-by-case basis.

**From:** Farnam, Julie E  
**To:** Button, Maria G (Gemma); Hatchett, Dolline L; Patching, Laura D; Levine, Laurence D; Rosenberg, Ronald M (Ron); Lafferty, John L; Strack, Barbara L; Ruppel, Joanna; McCament, James W; Neufeld, Donald W; Alfonso, Angelica M; Melero, Mariela; Groom, Molly M; Busch, Philip B; Meckley, Tammy M; Davidson, Andrew J; Valverde, Michael; Renaud, Daniel M; Symons, Craig M; Kovarik, Kathy N; Risch, Carl C; Rather, Michael B; Hamilton, Cristina A; Tynan, Natalie S; Nimick, Charles L (Locky); Dumas, Jessica L; Campagnolo, Donna P; Cox, Sophia; Hinds, Ian G; Zengotitabangoa, Colleen R; Rogers, Debra A; Herrmann, Mary K; Martin, Heather A; Nicholson, Maura J; Kim, Ted H; Stone, Mary M; Carter, Constance L; Kerns, Kevin J; Borgen, Michael R; Emrich, Matthew D; Moran, Karla; Kovarik Nuebel, Kathy  
**Cc:** Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L  
**Subject:** EO Guidance  
**Date:** Thursday, February 02, 2017 4:13:31 PM  
**Attachments:** [implementation guidance 127 - signed LLS.PDF](#)

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Attached please find the EO implementation guidance. OCOMM will also be sending this out to a larger audience and I will post it on the ECN.

Julie Farnam  
Senior Advisor  
Field Operations Directorate  
U.S. Citizenship and Immigration Services

(b)(6)



This communication, along with any attachments, may contain confidential information and is covered by federal laws governing electronic communications. Electronic communications may also be monitored by the Department of Homeland Security, U.S. Citizenship and Immigration Services. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use, or copying of this message is strictly prohibited. If you have received this in error, please delete this message and all attachments and immediately notify the sender.

**U.S. Department of Homeland Security**  
U.S. Citizenship and Immigration Services  
*Office of the Director (MS 2000)*  
Washington, DC 20529-2000



**U.S. Citizenship  
and Immigration  
Services**

## Memorandum

TO: All USCIS Employees

FROM: Lori L. Scialabba *Lori Scialabba*  
Acting Director

SUBJECT: Guidance Concerning Executive Order on Immigration

On January 27, President Trump signed an Executive Order entitled "Protecting The Nation From Foreign Terrorist Entry Into The United States." This memorandum provides guidance from the Department of Homeland Security (DHS) regarding the impact of this Executive Order on various immigration benefit requests.

All USCIS employees should be aware of current guidance from DHS, specifically:

1. Section 3(c) of the Executive Order does not affect USCIS adjudication of applications and petitions filed for or on behalf of individuals in the United States regardless of their country of nationality. Section 3(c) also does not affect applications and petitions by lawful permanent residents outside the United States, or applications and petitions for individuals outside the United States whose approval does not directly confer travel authorization (including any immigrant or nonimmigrant visa petition). This includes, but is not limited to, the matters discussed more specifically in paragraphs 2, 3 and 5 below.
2. Applications to Register Permanent Residence or Adjust Status (Form I-485) may continue to be adjudicated, according to existing policies and procedures, for applicants who are nationals of countries designated in the Executive Order.
3. USCIS will adjudicate Refugee/Asylee Relative Petitions (Form I-730) for all beneficiaries, from any country of nationality, currently in the United States according to

existing policies and procedures. Further guidance will be issued with respect to beneficiaries currently outside of the United States.

4. USCIS will continue refugee interviews when the person is a religious minority in his or her country of nationality facing religious persecution. Additionally, USCIS will continue refugee interviews in jurisdictions where there is a preexisting international agreement related to refugee processing. USCIS will not approve a refugee application for an individual who we determine would pose a risk to the security or welfare of the United States.
5. USCIS will continue adjudicating all affirmative asylum cases according to existing policies and procedures.

Questions concerning the information contained in this memorandum may be addressed via your directorate or program office through appropriate supervisory channels.

**From:** Ruppel, Joanna  
**To:** Groom, Molly M; Nicholson, Maura J; Neufeld, Donald W; Farnam, Julie E; Button, Maria G (Gemma); Hatchett, Dolline L; Patching, Laura D; Levine, Laurence D; Rosenberg, Ronald M (Ron); Lafferty, John L; Strack, Barbara L; McCament, James W; Alfonso, Angelica M; Melero, Mariela; Busch, Philip B; Meckley, Tammy M; Davidson, Andrew J; Valverde, Michael; Renaud, Daniel M; Symons, Craig M; Kovarik, Kathy N; Risch, Carl C; Rather, Michael B; Hamilton, Cristina A; Tynan, Natalie S; Nimick, Charles L (Locky); Dumas, Jessica L; Campagnolo, Donna P; Cox, Sophia; Hinds, Ian G; Zengotitabengoa, Colleen R; Rogers, Debra A; Herrmann, Mary K; Martin, Heather A; Kim, Ted H; Stone, Mary M; Carter, Constance L; Kerns, Kevin J; Borgen, Michael R; Emrich, Matthew D; Moran, Karla; Kovarik Nuebel, Kathy  
**Cc:** Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L  
**Subject:** RE: EO Guidance  
**Date:** Friday, February 03, 2017 7:39:37 AM

---

And please note that under our current guidance staff can continue to process the I-730s for asylee following to join who are not in the 7 counties. We will of course be reviewing that process just as we review the process for all other benefits as directed under the order, while we continue to process.

Joanna Ruppel  
Chief, International Operations Division  
U.S. Citizenship and Immigration Services  
Joanna.Ruppel@uscis.dhs.gov

[REDACTED]  
(b)(6)

---

**From:** Groom, Molly M  
**Sent:** Friday, February 03, 2017 5:34:33 AM  
**To:** Nicholson, Maura J; Neufeld, Donald W; Farnam, Julie E; Button, Maria G (Gemma); Hatchett, Dolline L; Patching, Laura D; Levine, Laurence D; Rosenberg, Ronald M (Ron); Lafferty, John L; Strack, Barbara L; Ruppel, Joanna; McCament, James W; Alfonso, Angelica M; Melero, Mariela; Busch, Philip B; Meckley, Tammy M; Davidson, Andrew J; Valverde, Michael; Renaud, Daniel M; Symons, Craig M; Kovarik, Kathy N; Risch, Carl C; Rather, Michael B; Hamilton, Cristina A; Tynan, Natalie S; Nimick, Charles L (Locky); Dumas, Jessica L; Campagnolo, Donna P; Cox, Sophia; Hinds, Ian G; Zengotitabengoa, Colleen R; Rogers, Debra A; Herrmann, Mary K; Martin, Heather A; Kim, Ted H; Stone, Mary M; Carter, Constance L; Kerns, Kevin J; Borgen, Michael R; Emrich, Matthew D; Moran, Karla; Kovarik Nuebel, Kathy  
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Cc: Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L

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**Cc:** Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L

(b)(6)

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**Subject:** EO Guidance

(b)(6)

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Julie Farnam

Senior Advisor

Field Operations Directorate

U.S. Citizenship and Immigration Services

[REDACTED] (b)(6)

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**Cc:** Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L  
**Subject:** RE: EO Guidance  
**Date:** Friday, February 03, 2017 8:32:26 AM

---

To be clear, we are only holding up where the bene is from one of the 7 and is overseas. We are holding whether they are asylee or refugee follow to joins. As I understand it, we aren't actually approving them but are rather "provisionally" approving them subject to final approval after interview. We should get clarification if the provisional approvals are subject to the hold as well, or if they can continue. Also, I would think denials could proceed but we'll hold all pending further guidance.

---

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**Sent:** Friday, February 03, 2017 8:35 AM  
**To:** Nicholson, Maura J; Neufeld, Donald W; Farnam, Julie E; Button, Maria G (Gemma); Hatchett, Dolline L; Patching, Laura D; Levine, Laurence D; Rosenberg, Ronald M (Ron); Lafferty, John L; Strack, Barbara L; Ruppel, Joanna; McCament, James W; Alfonso, Angelica M; Melero, Mariela; Busch, Philip B; Meckley, Tammy M; Davidson, Andrew J; Valverde, Michael; Renaud, Daniel M; Symons, Craig M; Kovarik, Kathy N; Risch, Carl C; Rather, Michael B; Hamilton, Cristina A; Tynan, Natalie S; Nimick, Charles L (Locky); Dumas, Jessica L; Campagnolo, Donna P; Cox, Sophia; Hinds, Ian G; Zengotitabengoa, Colleen R; Rogers, Debra A; Herrmann, Mary K; Martin, Heather A; Kim, Ted H; Stone, Mary M; Carter, Constance L; Kerns, Kevin J; Borgen, Michael R; Emrich, Matthew D; Moran, Karla; Kovarik Nuebel, Kathy  
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Senior Advisor

Field Operations Directorate

U.S. Citizenship and Immigration Services

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**Cc:** Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L  
**Subject:** RE: EO Guidance  
**Date:** Friday, February 03, 2017 9:26:52 AM

---

That's correct—you can adjudicate for persons in the US.

---

**From:** Neufeld, Donald W  
**Sent:** Friday, February 03, 2017 10:26 AM  
**To:** Farnam, Julie E; Button, Maria G (Gemma); Hatchett, Dolline L; Patching, Laura D; Levine, Laurence D; Rosenberg, Ronald M (Ron); Lafferty, John L; Strack, Barbara L; Ruppel, Joanna; McCament, James W; Alfonso, Angelica M; Melero, Mariela; Groom, Molly M; Busch, Philip B; Meckley, Tammy M; Davidson, Andrew J; Valverde, Michael; Renaud, Daniel M; Symons, Craig M; Kovarik, Kathy N; Risch, Carl C; Rather, Michael B; Hamilton, Cristina A; Tynan, Natalie S; Nimick, Charles L (Locky); Dumas, Jessica L; Campagnolo, Donna P; Cox, Sophia; Hinds, Ian G; Zengotitabangoa, Colleen R; Rogers, Debra A; Herrmann, Mary K; Martin, Heather A; Nicholson, Maura J; Kim, Ted H; Stone, Mary M; Carter, Constance L; Kerns, Kevin J; Borgen, Michael R; Emrich, Matthew D; Moran, Karla; Kovarik Nuebel, Kathy  
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We also need clarity on whether we can proceed with approving I-131s for Reentry Permits and Refugee Travel Documents. I read the guidance to say we would not hold them, but I want to be sure.

---

**From:** Neufeld, Donald W  
**Sent:** Friday, February 03, 2017 7:19 AM  
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Davidson, Andrew J; Valverde, Michael; Renaud, Daniel M; Symons, Craig M; Kovarik, Kathy N; Risch, Carl C; Rather, Michael B; Hamilton, Cristina A; Tynan, Natalie S; Nimick, Charles L (Locky); Dumas, Jessica L; Campagnolo, Donna P; Cox, Sophia; Hinds, Ian G; Zengotitabengoa, Colleen R; Rogers, Debra A; Herrmann, Mary K; Martin, Heather A; Nicholson, Maura J; Kim, Ted H; Stone, Mary M; Carter, Constance L; Kerns, Kevin J; Borgen, Michael R; Emrich, Matthew D; Moran, Karla; Kovarik Nuebel, Kathy

Cc: Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L

Subject: RE: EO Guidance

Signed and dated copy attached. Have a good evening!

---

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**Sent:** Thursday, February 02, 2017 5:20 PM

**To:** Button, Maria G (Gemma); Hatchett, Dolline L; Patching, Laura D; Levine, Laurence D; Rosenberg, Ronald M (Ron); Lafferty, John L; Strack, Barbara L; Ruppel, Joanna; McCament, James W; Neufeld, Donald W; Alfonso, Angelica M; Melero, Mariela; Groom, Molly M; Busch, Philip B; Meckley, Tammy M; Davidson, Andrew J; Valverde, Michael; Renaud, Daniel M; Symons, Craig M; Kovarik, Kathy N; Risch, Carl C; Rather, Michael B; Hamilton, Cristina A; Tynan, Natalie S; Nimick, Charles L (Locky); Dumas, Jessica L; Campagnolo, Donna P; Cox, Sophia; Hinds, Ian G; Zengotitabengoa, Colleen R; Rogers, Debra A; Herrmann, Mary K; Martin, Heather A; Nicholson, Maura J; Kim, Ted H; Stone, Mary M; Carter, Constance L; Kerns, Kevin J; Borgen, Michael R [REDACTED] Emrich, Matthew D; Moran, Karla; Kovarik Nuebel, Kathy

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(b)(6)

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Subject: EO Guidance

(b)(6)

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Julie Farnam

Senior Advisor

Field Operations Directorate

U.S. Citizenship and Immigration Services

[REDACTED] (b)(6)

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**Cc:** Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L  
**Subject:** RE: EO Guidance  
**Date:** Friday, February 03, 2017 9:28:39 AM

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**Cc:** Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L  
**Subject:** RE: EO Guidance

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(b)(6)

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(b)(6)

Moran, Karla; Kovarik Nuebel, Kathy  
**Cc:** Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L  
**Subject:** EO Guidance

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Field Operations Directorate  
U.S. Citizenship and Immigration Services

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**Cc:** Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L  
**Subject:** RE: EO Guidance  
**Date:** Friday, February 03, 2017 10:01:00 AM

---

Shouldn't we be providing some kind of notice to those of the 7 nationalities who may have an I-131 approved that they may not be able to get back into the U.S.? I worry about giving a signal that by approving the request, they won't have a problem returning. CBP has guidance that they would need a waiver to get back in.

Joanna

Joanna Ruppel  
Acting Associate Director  
USCIS Refugee, Asylum and International Operations Directorate

[REDACTED] (b)(6)

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**Cc:** Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L  
**Subject:** RE: EO Guidance  
**Date:** Friday, February 03, 2017 10:05:29 AM

---

There is already standard language that the decision to parole will be made at a POE. It would be problematic to try to introduce special language for only certain I-512s.

---

**From:** Ruppel, Joanna  
**Sent:** Friday, February 03, 2017 11:01 AM  
**To:** Neufeld, Donald W; Groom, Molly M; Farnam, Julie E; Button, Maria G (Gemma); Hatchett, Dolline L; Patching, Laura D; Levine, Laurence D; Rosenberg, Ronald M (Ron); Lafferty, John L; Strack, Barbara L; McCament, James W; Alfonso, Angelica M; Melero, Mariela; Busch, Philip B; Meckley, Tammy M; Davidson, Andrew J; Valverde, Michael; Renaud, Daniel M; Symons, Craig M; Kovarik, Kathy N; Risch, Carl C; Rather, Michael B; Hamilton, Cristina A; Tynan, Natalie S; Nimick, Charles L (Locky); Dumas, Jessica L; Campagnolo, Donna P; Cox, Sophia; Hinds, Ian G; Zengotitabengoa, Colleen R; Rogers, Debra A; Herrmann, Mary K; Martin, Heather A; Nicholson, Maura J; Kim, Ted H; Stone, Mary M; Carter, Constance L; Kerns, Kevin J; Borgen, Michael R; Emrich, Matthew D; Moran, Karla; Kovarik Nuebel, Kathy  
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**Subject:** RE: EO Guidance (b)(6)

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**Cc:** Walters, Jessica S; Swanson, Toni; Young, Todd P; Renaud, Tracy L  
**Subject:** EO Guidance (b)(6)

Attached please find the EO implementation guidance. OCOMM will also be sending this out to a larger audience and I will post it on the ECN.

Julie Farnam

Senior Advisor  
Field Operations Directorate  
U.S. Citizenship and Immigration Services

(b)(6)

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**Subject:** RE: EO Guidance  
**Date:** Friday, February 03, 2017 10:10:01 AM

---

There is language already on the AP docs and this was discussed with the Department.

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**Sent:** Friday, February 03, 2017 11:05:27 AM  
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There is already standard language that the decision to parole will be made at a POE. It would be problematic to try to introduce special language for only certain I-512s.

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Field Operations Directorate  
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**From:** Neufeld, Donald W  
**To:** #HOSCO-BranchChiefs; Arroyo, Susan K; Cox, Sophia; Hope, Leslie K; Hutchings, Pamela G; McCament, James W; McConnell, James E; Moran, Karla; Sabga, George M  
**Subject:** FW: Updated EO Guidance  
**Date:** Friday, February 03, 2017 2:02:20 PM  
**Attachments:** EO\_1-27\_implementaion\_guidance\_signed\_and\_dated.pdf

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Adding the Branch Chiefs. As discussed this morning, our understanding of this guidance is that the hold I implemented last Saturday is now released for nearly everything we adjudicate in SCOPS. The notable exceptions are I-730s where the beneficiary is abroad and I-131s for Refugee Travel Documents where the applicant is abroad. These applications and petitions should continue to be held in abeyance pursuant to the EO and attached guidance pending further clarification.

---

**From:** Campagnolo, Donna P  
**Sent:** Thursday, February 02, 2017 5:59 PM  
**To:** Cox, Sophia; Moran, Karla; McConnell, James E; Thomas, Ronnie D; Hutchings, Pamela G; Hope, Leslie K  
**Cc:** Neufeld, Donald W; McCament, James W  
**Subject:** Updated EO Guidance

SCOPS Team: Attached is further guidance on the last Executive Order that went out over this past weekend. I will also send this out to the Centers this evening. We hope that this answers many of the outstanding questions that you have. That said, if there is still something that you feel needs to addressed, please let us know as soon as possible.

Have a good night and thanks again for all of your help and support.

Donna Campagnolo  
HQ Service Center Operations

**U.S. Department of Homeland Security**  
U.S. Citizenship and Immigration Services  
*Office of the Director (MS 2000)*  
Washington, DC 20529-2000



**U.S. Citizenship  
and Immigration  
Services**

FEB 2 2017

## Memorandum

TO: All USCIS Employees

FROM: Lori L. Scialabba *Lori Scialabba*  
Acting Director

SUBJECT: Guidance Concerning Executive Order on Immigration

On January 27, President Trump signed an Executive Order entitled "Protecting The Nation From Foreign Terrorist Entry Into The United States." This memorandum provides guidance from the Department of Homeland Security (DHS) regarding the impact of this Executive Order on various immigration benefit requests.

All USCIS employees should be aware of current guidance from DHS, specifically:

1. Section 3(c) of the Executive Order does not affect USCIS adjudication of applications and petitions filed for or on behalf of individuals in the United States regardless of their country of nationality. Section 3(c) also does not affect applications and petitions by lawful permanent residents outside the United States, or applications and petitions for individuals outside the United States whose approval does not directly confer travel authorization (including any immigrant or nonimmigrant visa petition). This includes, but is not limited to, the matters discussed more specifically in paragraphs 2, 3 and 5 below.
2. Applications to Register Permanent Residence or Adjust Status (Form I-485) may continue to be adjudicated, according to existing policies and procedures, for applicants who are nationals of countries designated in the Executive Order.
3. USCIS will adjudicate Refugee/Asylee Relative Petitions (Form I-730) for all beneficiaries, from any country of nationality, currently in the United States according to

existing policies and procedures. Further guidance will be issued with respect to beneficiaries currently outside of the United States.

4. USCIS will continue refugee interviews when the person is a religious minority in his or her country of nationality facing religious persecution. Additionally, USCIS will continue refugee interviews in jurisdictions where there is a preexisting international agreement related to refugee processing. USCIS will not approve a refugee application for an individual who we determine would pose a risk to the security or welfare of the United States.
5. USCIS will continue adjudicating all affirmative asylum cases according to existing policies and procedures.

Questions concerning the information contained in this memorandum may be addressed via your directorate or program office through appropriate supervisory channels.

**From:** Moran, Karla  
**To:** McCament, James W; Campagnolo, Donna P; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K  
**Subject:** Form I-192  
**Date:** Monday, February 06, 2017 1:09:03 PM  
**Attachments:** Known\_Traveler.EO\_Exception.docx

---

Okay, first draft. Please edit as needed.  
Remember we only have until 3pm EST.

Thanks,

*Karla Moran*  
*Senior Advisor for Operations*  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)



(b)(6)

## **Process to Grant Exception to “Known Travelers”**

### **Summary**

U.S. Corporations are requesting that DHS create a process to grant exceptions to the suspension of entry of Foreign Nationals from specified countries as responsible Known Travelers with pressing needs sponsored by U.S. companies. USCIS will adjudicate Form I-192, Application for Advance Permission to Enter as a Nonimmigrant and upon approval issue a Form I-797 that will allow the beneficiary to board an aircraft back to the United States.

USCIS will accept the current expedite process request for Form I-192, with SCOPS. FOD may accept “emergency” Form I-192, after the fee and Form is filed with SCOPS.

### **Process**

Beneficiary will file Form I-192 and the evidence described in “criteria” below.

### **Criteria**

- a) Must have a valid Non Immigrant Visa
- b) Must have an original letterhead/signed letter from U.S. Company indicating purpose of travel (business) and length of trip.
- c) Travel may only be for business
- d) Travel may not be to one of the seven countries indicated on Executive Order

### **Fees**

\$930 USD

### **Where to File**

Because the filing address is ONLINE we can change this to any Service Center. Currently, the VSC is accepting Form I-192 for T's and U's; however, any of our Centers may accept it.

### **Expedite Criteria**

USCIS reviews expedite requests on a case-by-case basis and requests are granted at the discretion of the office leadership. The burden is on the applicant or petitioner to demonstrate that one or more of the expedite criteria have been met.

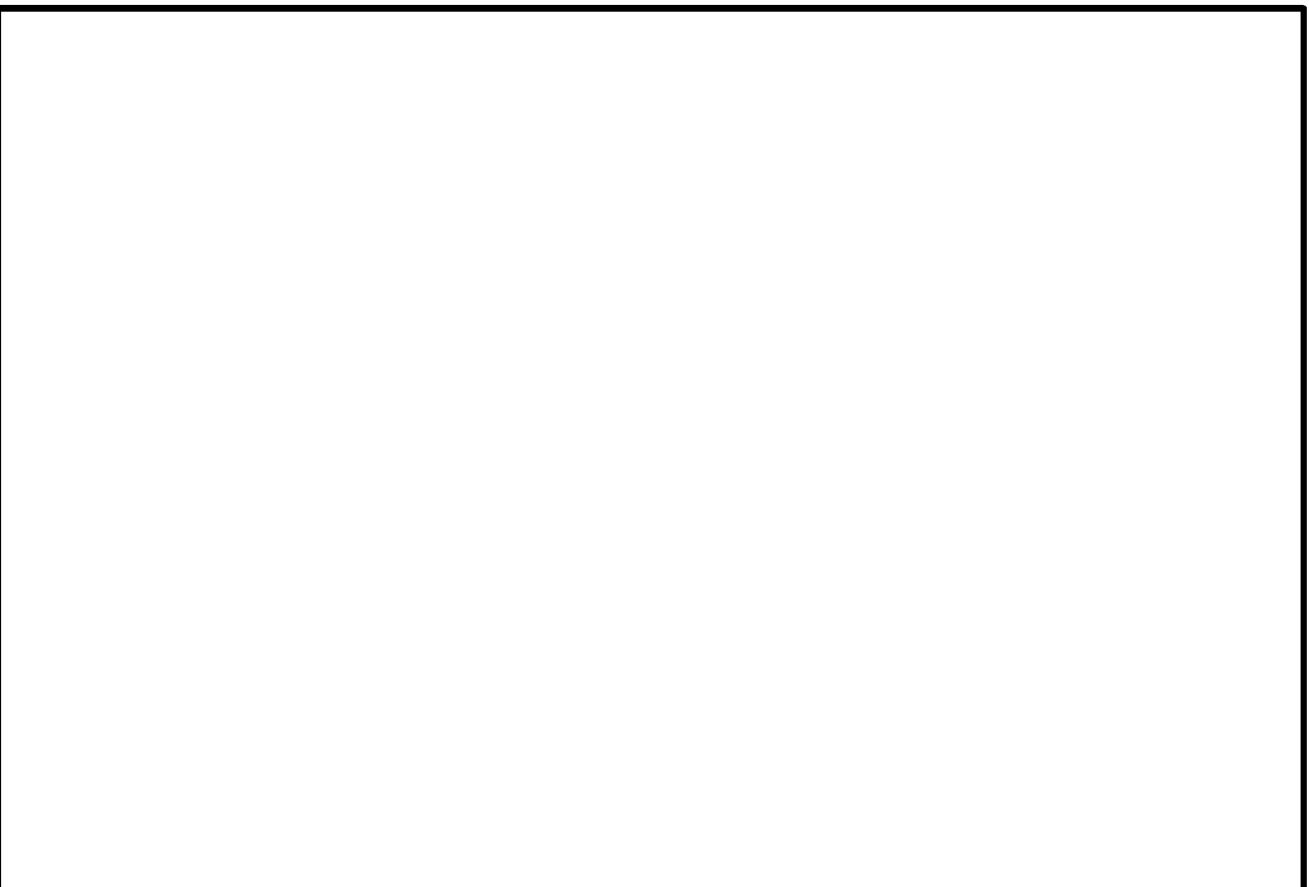
USCIS may expedite a petition or application if it meets one or more of the following criteria:

- Severe financial loss to company or person;
- Emergency situation;
- Humanitarian reasons;
- Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;
- Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);

- USCIS error; or
- Compelling interest of USCIS.

**Emergency Criteria**

(b)(5)



**From:** Moran, Karla  
**To:** Hutchings, Pamela G; McCament, James W; Campagnolo, Donna P; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K  
**Subject:** RE: Form I-192  
**Date:** Monday, February 06, 2017 1:55:43 PM

---

[REDACTED] (b)(5)  
*Karla Moran*  
*Senior Advisor for Operations*  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)



(b)(6)

---

**From:** Hutchings, Pamela G  
**Sent:** Monday, February 06, 2017 2:41 PM  
**To:** Moran, Karla; McCament, James W; Campagnolo, Donna P; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K  
**Subject:** RE: Form I-192

Karla,



(b)(5)

Pam

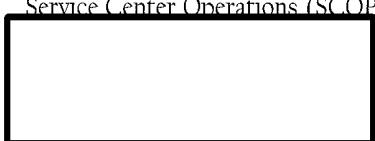
---

**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 2:09 PM  
**To:** McCament, James W; Campagnolo, Donna P; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K  
**Subject:** Form I-192

Okay, first draft. Please edit as needed.  
Remember we only have until 3pm EST.

Thanks,

[REDACTED]  
*Karla Moran*  
*Senior Advisor for Operations*  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)



(b)(6)

**From:** Cox, Sophia  
**To:** Moran, Karla; Hutchings, Pamela G; McCament, James W; Campagnolo, Donna P; Hope, Leslie K; McConnell, James E; Sabga, George M; Arroyo, Susan K  
**Subject:** RE: Form I-192  
**Date:** Monday, February 06, 2017 1:56:43 PM

---

Looks great! In the expedite criteria it says can be granted at discretion of leadership. Do we want to consider changing this to Service Center Director/Field Office/District director so that folks don't get the impression these would be coming to HQ leadership?

--Sophia

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[REDACTED] (b)(6)

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**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 2:50 PM  
**To:** Hutchings, Pamela G; McCament, James W; Campagnolo, Donna P; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K  
**Subject:** RE: Form I-192

Agreed, it's changed to "business only." If the FO wants to add personal trips – that's up to them. But, this makes it much cleaner. (new version attached)

*Karla Moran*  
Senior Advisor for Operations  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)

[REDACTED] (b)(6)

---

**From:** Hutchings, Pamela G  
**Sent:** Monday, February 06, 2017 2:41 PM  
**To:** Moran, Karla; McCament, James W; Campagnolo, Donna P; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K  
**Subject:** RE: Form I-192

Karla,

(b)(5)

[Redacted]  
Pam

---

**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 2:09 PM  
**To:** McCament, James W; Campagnolo, Donna P; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K  
**Subject:** Form I-192

Okay, first draft. Please edit as needed.  
Remember we only have until 3pm EST.

Thanks,

*Karla Moran*  
*Senior Advisor for Operations*  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)

[Redacted]

(b)(5)

**From:** Cox, Sophia  
**To:** Moran, Karla; Hutchings, Pamela G; McCament, James W; Campagnolo, Donna P; Hope, Leslie K; McConnell, James E; Sabga, George M; Arroyo, Susan K  
**Subject:** RE: Form I-192  
**Date:** Monday, February 06, 2017 2:01:09 PM

---

Personally, I would say no unless they tell us that has to be a criterion.  
I say this because [REDACTED] (b)(5)

[REDACTED]

[REDACTED] but I will defer to the majority.

--Sophia

*Sophia Cox*

Senior Advisor, Policy  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, N.W. Room 2132  
Washington, D.C. 20529

[REDACTED] (b)(6)

---

**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 2:56 PM  
**To:** Hutchings, Pamela G; McCament, James W; Campagnolo, Donna P; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K  
**Subject:** RE: Form I-192

[REDACTED] (b)(5)

*Karla Moran*

Senior Advisor for Operations  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)

[REDACTED] (b)(6)

---

**From:** Hutchings, Pamela G  
**Sent:** Monday, February 06, 2017 2:41 PM  
**To:** Moran, Karla; McCament, James W; Campagnolo, Donna P; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K

**Subject:** RE: Form I-192

Karla,

(b)(5)



Pam

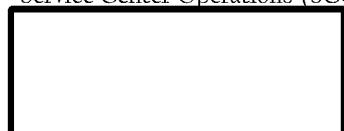
---

**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 2:09 PM  
**To:** McCament, James W; Campagnolo, Donna P; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia; Arroyo, Susan K  
**Subject:** Form I-192

Okay, first draft. Please edit as needed.  
Remember we only have until 3pm EST.

Thanks,

*Karla Moran*  
*Senior Advisor for Operations*  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)



(b)(6)

**From:** Moran, Karla  
**To:** McCament, James W; Campagnolo, Donna P; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Subject:** I-192  
**Date:** Monday, February 06, 2017 4:44:29 PM  
**Attachments:** Known\_Traveler.EO\_Exception.docx

---

All,

This is the latest draft version, we've updated with "business" and "student" criteria. Please feel free to edit.

Donna is working on a separate draft for paroles. We will discuss in the morning as these are both due by noon tomorrow.

Thanks,

*Karla Moran*  
Senior Advisor for Operations  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)

(b)(6)

## **Process to Grant Exception to “Known Travelers”**

### **Summary**

DHS requests that USCIS create a process to grant exceptions to the suspension of entry of foreign nationals from specified countries as responsible Known Travelers with pressing needs sponsored by U.S. companies or U.S. Universities/Schools. USCIS shall adjudicate Form I-192, Application for Advance Permission to Enter as a Nonimmigrant and upon approval issue a Form I-797 that will allow the beneficiary to board an aircraft back to the United States. CBP will inspect and determine admission based on the beneficiary’s NIV.

USCIS (SCOPS) will accept the current expedite process request for Form I-192. Premium Processing is not available for Form I-192. Biometrics are required prior to adjudication of Form I-192. USCIS (FOD) will accept emergency process request for Form I-192, when the Form I-192 is pending with USCIS (SCOPS).

A denial of Form I-192 may result in the issuance of an NTA.

### **USCIS Process**

Applicant will be scheduled for a Biometrics Appointment. The Form I-192 will not be adjudicated if the applicant has not completed a Biometrics Appointment.

Applicant must file Form I-192 with the evidence described in “criteria” below.

### **Criteria**

#### **Business Traveler Criteria**

- a) Traveler must have a valid Non Immigrant Visa (H, L, O, P, R).
- b) U.S. employer must be enrolled in e-Verify.
- c) Must have an original letterhead/signed letter by CEO, Vice President, or President level, from U.S. Company indicating purpose of travel (business) and length of trip.
- d) Travel may only be for business.
- e) Travel may not be for vacation.
- f) Travel may not be to one of the seven countries indicated on Executive Order.

#### **Student Traveler Criteria**

- a) Student must have a valid Non Immigrant Visa (F, M, J).
- b) U.S. University/School must be verified in SEVIS.
- c) Must have an original letterhead/signed letter by Vice President, or President level, from U.S. University/School indicating purpose of travel (business) and length of trip.
- d) Travel may only be for business.
- e) Travel may not be for vacation.
- f) Travel may not be to one of the seven countries indicated on Executive Order.

## **Application**

Form I-192 - A change to collect this data can be made within approximately two weeks.

Form I-797 resides in the local C3 print service. Changes can be made to the notice (body) within two weeks; however, header changes may require more time.

## **Fees**

Form I-192	\$930 USD
Biometrics	\$80 USD

## **Where to File**

Because the filing address is ONLINE we can change this to CSC, VSC, TSC or NSC. Currently, the VSC is accepting Form I-192 for T's and U's.

## **Expedite Criteria**

USCIS reviews expedite requests on a case-by-case basis and requests are granted at the discretion of the office leadership. The burden is on the applicant or petitioner to demonstrate that one or more of the expedite criteria have been met.

USCIS may expedite a petition or application if it meets one or more of the following criteria:

- Severe financial loss to company or person;
- Emergency situation;
- Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;
- Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);
- USCIS error; or
- Compelling interest of USCIS.

## **CBP Process**

**From:** [Campagnolo, Donna P](#)  
**To:** [Moran, Karla](#); [McCament, James W](#); [Arroyo, Susan K](#); [Hutchings, Pamela G](#); [Hope, Leslie K](#); [McConnell, James E](#); [Sabga, George M](#); [Cox, Sophia](#)  
**Cc:** [Neufeld, Donald W](#)  
**Subject:** RE: I-192  
**Date:** Monday, February 06, 2017 8:13:04 PM  
**Attachments:** [I92 eo option.docx](#)

---

Hi all and thanks so much Karla. The I-192 version looks great.

I have been working on the 131 version, and because so much of that is similar to what we note about the I-192 processing, I decided to merge both options into one document and added some background to give some context. Take a look and let me know what you think about that approach.

Bottom line is it looks like we could implement either option in about 45 days as the system updates to notices and filing look minimal and simple web updates. Can you verify those timelines? Also, do we want to go as far as to make a recommendation on which we think is the right one to implement or simply present both?

Thanks again. Looking forward to your feedback. Have a good night and looking forward to meeting in the morning.

Donna Campagnolo  
HQ Service Center Operations

---

**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 5:44 PM  
**To:** McCament, James W; Campagnolo, Donna P; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Subject:** I-192

All,

This is the latest draft version, we've updated with "business" and "student" criteria. Please feel free to edit.

Donna is working on a separate draft for paroles. We will discuss in the morning as these are both due by noon tomorrow.

Thanks,

*Karla Moran*  
Senior Advisor for Operations  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)

(b)(6)

## Waiver Options

**Background:** As a result of recent Executive Orders relating to limiting travel to the United States from 7 identified countries, the Department of Homeland Security is in a challenging position to assist individuals that may be stuck in this process. The concerning population consists of individuals, currently in the United States, that came to the US on a valid visa, but as a result of the recent Orders, can no longer enter and depart the country.

This is a truly unique situation for the Agency. One that we haven't encountered to date, thus, will require something new to be implemented. Essentially, DHS needs to create a process that would allow the individuals stuck in this scenario to apply to the Department prior to leaving the country. This provisional review will ensure that, upon their return to the United States, they will be allowed reentry. The goal being that this new process will provide them with a document that they could present to CBP when they arrive to allow entry.

It is estimated that approximately 18,000 people could be in this population.

While we believe that the best option to truly stay aligned to the intent of the Order is to not allow this, we understand that the Department needs to consider and possibly create an option to assure impacted individuals a safe return to the US. USCIS currently doesn't have an existing process that allows for this, thus, a new process must be created for this sole reason. As a result, USCIS is proposing two possible options for consideration.

### Option 1: Grant Exception to "Known Travelers"

#### I-192 Process Overview:

- USCIS shall adjudicate Form I-192, Application for Advance Permission to Enter as a Nonimmigrant. Currently, these cases are accepted at the Vermont Service Center (VSC). For ease of implementation we would look to locate this workload there as well.
  - Fees:
  - Form I-192    \$930 USD
  - Biometrics    \$80 USD
- Approval of the I-192 will generate Form I-797 that will allow the beneficiary to board an aircraft back to the United States. CBP will inspect and determine admission based on the beneficiary's NIV.
  - A denial of Form I-192 may result in the issuance of an NTA.
- USCIS (Service Center Operations) (SCOPS) will accept the current expedite process request for Form I-192.
  - Severe financial loss to company or person;
  - Emergency situation;

- Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;
  - Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);
  - USCIS error; or
  - Compelling interest of USCIS.
- Biometrics are required for all I-192 cases. Adjudication will not occur until results are received and analyzed.
- Premium Processing is not available for Form I-192.
- USCIS Field Operations will accept emergency process request for Form I-192, when the Form I-192 is pending with USCIS (SCOPS).
- Routine processing time for I-192 requests will be 30 days.

Mandatory Criteria:

The applicant must file Form I-192 with the evidence described in “criteria” below.

1. Business Traveler Criteria
  - a) Traveler must have a valid Non Immigrant Visa (H, L, O, P, R).
  - b) U.S. employer must be enrolled in e-Verify.
  - c) Must have an original letterhead/signed letter by CEO, Vice President, or President level, from U.S. Company indicating purpose of travel (business) and length of trip.
  - d) Travel may only be for business.
  - e) Travel may not be for vacation.
  - f) Travel may not be to one of the seven countries indicated on Executive Order.
2. Student Traveler Criteria
  - a) Student must have a valid Non Immigrant Visa (F, M, J).
  - b) U.S. University/School must be verified in SEVIS.
  - c) Must have an original letterhead/signed letter by Vice President, or President level, from U.S. University/School indicating purpose of travel (business) and length of trip.
  - d) Travel may only be for business.
  - e) Travel may not be for vacation.
  - f) Travel may not be to one of the seven countries indicated on Executive Order.

Option #1 - Required for Implementation:

1. Communications on new process to the public
2. Preparation at VSC for intake and customer interaction.
  - a. Training on new process

### 3. System Updates:

- Form I-192 – Currently, very little data is collected on the I-192 in USCIS systems. A modification to CLAIMS 3 will be required to add additional data fields. This piece is essential so that we can differentiate these cases from others and be able to run reports on this specific workload. It is estimated that this modification can be made in an estimated two weeks.
- Form I-797 resides in the local C3 print service. Changes can be made to the notice (body) within two weeks; however, header changes may require more time. Total estimated time for changes is 30 days.

If required, USCIS could implement this portion of option #1 in 45 days. It's important to note at this stage in the proposed process that true success will be dependent on CBP also playing a role in the process as these individuals enter the United States. The CBP process overview is noted below.

### **CBP Process**

#### Option #2 – Advanced Parole

I-131 Process Overview: Much of the process flow as identified in Option # 1 will also apply here in the I-131 process.

- USCIS shall adjudicate Form I-131, Application for Travel Document.
- All Service Centers and many Field Office locations currently adjudicate I-131s, Advanced Parole. For this workload, SCOPS would look to the Nebraska Service Center (NSC) to process these requests.
- The I-131 is a form that we use in support of many different benefits. As a result, this option may be a bit more challenging to segregate the population for reporting purposes. We do believe that we can find a way to do that through data analysis, just wanted to note it in the proposal as a challenge that needs to be overcome.
  - If it is identified that there is a particular need to have these cases follow a different process then the standard we could create an exception here. The Service Center could process the I-131, and USCIS could ask the individual to come into the Field Office to gather their travel document. Otherwise, the standard process is they will receive their travel document via the mail.
- With that said, advanced parole, under its definition and in looking at the Agency's past use of it, is the solution that makes the most sense and is completely aligned to the intent of parole and USCIS processing.
  - Fees:
  - Form I-131    \$575 USD

- Biometrics \$80 USD
- Approval of the I-131 will generate Form I-797 as well as a I-512, which is a travel document. This document will allow the beneficiary to board an aircraft back to the United States. CBP will inspect and determine admission based on the beneficiary's NIV.
  - A denial of Form I-131 may result in the issuance of an NTA.
- USCIS (Service Center Operations) (SCOPS) will accept the current expedite process request for Form I-131.
  - Severe financial loss to company or person;
  - Emergency situation;
  - Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;
  - Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);
  - USCIS error; or
  - Compelling interest of USCIS.
- Biometrics are required for all I-131 cases. Adjudication will not occur until results are received and analyzed.
- Premium Processing is not available for Form I-131.
- USCIS Field Operations will accept emergency process requests for Form I-512, Request for Travel Document, when the Form I-131 is pending with USCIS (SCOPS).
- Routine processing time for I-131 requests will be 30 days.

Mandatory Criteria:

The applicant must file Form I-131 with the evidence described in “criteria” below.

3. Business Traveler Criteria
  - g) Traveler must have a valid Non Immigrant Visa (H, L, O, P, R).
  - h) U.S. employer must be enrolled in e-Verify.
  - i) Must have an original letterhead/signed letter by CEO, Vice President, or President level, from U.S. Company indicating purpose of travel (business) and length of trip.
  - j) Travel may only be for business.
  - k) Travel may not be for vacation.
  - l) Travel may not be to one of the seven countries indicated on Executive Order.
4. Student Traveler Criteria

- g) Student must have a valid Non Immigrant Visa (F, M, J).
- h) U.S. University/School must be verified in SEVIS.
- i) Must have an original letterhead/signed letter by Vice President, or President level, from U.S. University/School indicating purpose of travel (business) and length of trip.
- j) Travel may only be for business.
- k) Travel may not be for vacation.
- l) Travel may not be to one of the seven countries indicated on Executive Order.

Option #2 - Required for Implementation:

- 4. Communications on new process to the public
- 5. Preparation at NSC for intake and customer interaction.
  - a. Training on new process
- 6. System Updates:
  - Form I-512 – USCIS would like to modify the language to the I-512 for this new process so that it is clear that these cases are the exception to the Order. Updates will take approximately 1 month.
  - Form I-797 (approval notice) for the I-131 resides in the local C3 print service. Changes can be made to the notice (body) within two weeks; however, header changes may require more time. Total estimated time for changes is 30 days.

If required, USCIS could implement this portion of option #2 in 45 days. It's important to note at this stage in the proposed process that true success will be dependent on CBP also playing a role in the process as these individuals enter the United States. The same process that CBP outlined in Option #1 would apply here in Option #2 as well.

**From:** Hutchings, Pamela G  
**To:** Campagnolo, Donna P; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192  
**Date:** Tuesday, February 07, 2017 6:49:50 AM

---

Good morning, All,

The opening paragraph seems to imply this form/process may be used for those visa holders currently “stuck” outside the U.S., is that correct? Otherwise the process proposed is manageable for USCIS to implement – in the long term. If this is simply a short term fix, required for a small number of affected individuals during this 80 day period, then a 45 day startup and 30 day processing time doesn’t seem to meet their immediate needs.

Pam

---

**From:** Campagnolo, Donna P  
**Sent:** Monday, February 06, 2017 9:13 PM  
**To:** Moran, Karla; McCament, James W; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Hi all and thanks so much Karla. The I-192 version looks great.

I have been working on the 131 version, and because so much of that is similar to what we note about the I-192 processing, I decided to merge both options into one document and added some background to give some context. Take a look and let me know what you think about that approach.

Bottom line is it looks like we could implement either option in about 45 days as the system updates to notices and filing look minimal and simple web updates. Can you verify those timelines? Also, do we want to go as far as to make a recommendation on which we think is the right one to implement or simply present both?

Thanks again. Looking forward to your feedback. Have a good night and looking forward to meeting in the morning.

Donna Campagnolo  
HQ Service Center Operations

---

**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 5:44 PM  
**To:** McCament, James W; Campagnolo, Donna P; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Subject:** I-192

All,

This is the latest draft version, we've updated with "business" and "student" criteria. Please feel

free to edit.

Donna is working on a separate draft for paroles. We will discuss in the morning as these are both due by noon tomorrow.

Thanks,

*Karla Moran*

*Senior Advisor for Operations*

Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)



(b)(6)

**From:** [Campagnolo, Donna P](#)  
**To:** [Hutchings, Pamela G](#); [Moran, Karla](#); [McCament, James W](#); [Arroyo, Susan K](#); [Hope, Leslie K](#); [McConnell, James E](#); [Sabga, George M](#); [Cox, Sophia](#)  
**Cc:** [Neufeld, Donald W](#)  
**Subject:** RE: I-192  
**Date:** Tuesday, February 07, 2017 6:56:23 AM

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Good morning Pam. Thanks so much for the feedback. It's for folks inside the US. We can certainly make that more clear.

Regarding the timeframe, as I understand it from Leslie, the major piece for start up is around the system updates. Leslie- please confirm. I don't know that those can be cut down.

All- If the system update timeframe ends up being too long, does the team have any ideas on what we can do without those in place for this? Also, if not 30 days for a processing time, what would you recommend?

Thanks again.  
Donna

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**From:** Hutchings, Pamela G  
**Sent:** Tuesday, February 07, 2017 7:49:49 AM  
**To:** Campagnolo, Donna P; Moran, Karla; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Good morning, All,

The opening paragraph seems to imply this form/process may be used for those visa holders currently "stuck" outside the U.S., is that correct? Otherwise the process proposed is manageable for USCIS to implement – in the long term. If this is simply a short term fix, required for a small number of affected individuals during this 80 day period, then a 45 day startup and 30 day processing time doesn't seem to meet their immediate needs.

Pam

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**From:** Campagnolo, Donna P  
**Sent:** Monday, February 06, 2017 9:13 PM  
**To:** Moran, Karla; McCament, James W; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Cc:** Neufeld, Donald W  
**Subject:** RE: I-192

Hi all and thanks so much Karla. The I-192 version looks great.

I have been working on the 131 version, and because so much of that is similar to what we note about the I-192 processing, I decided to merge both options into one document and added some background to give some context. Take a look and let me know what you think about that

approach.

Bottom line is it looks like we could implement either option in about 45 days as the system updates to notices and filing look minimal and simple web updates. Can you verify those timelines? Also, do we want to go as far as to make a recommendation on which we think is the right one to implement or simply present both?

Thanks again. Looking forward to your feedback. Have a good night and looking forward to meeting in the morning.

Donna Campagnolo  
HQ Service Center Operations

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**From:** Moran, Karla  
**Sent:** Monday, February 06, 2017 5:44 PM  
**To:** McCament, James W; Campagnolo, Donna P; Arroyo, Susan K; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Cox, Sophia  
**Subject:** I-192

All,

This is the latest draft version, we've updated with "business" and "student" criteria. Please feel free to edit.

Donna is working on a separate draft for paroles. We will discuss in the morning as these are both due by noon tomorrow.

Thanks,

*Karla Moran*  
*Senior Advisor for Operations*  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)



(b)(6)

**From:** Moran, Karla on behalf of Scheduler SCOPS Front Office  
**To:** McCament, James W; Campagnolo, Donna P; Moran, Karla; Arroyo, Susan K; Cox, Sophia; Hutchings, Pamela G; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** EO Options for Traveler  
**Attachments:** EO Options for Travelers.docx

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866-541-1097  
Code: 80027560

Directly after the Staff Meeting we will move to Don's Office to review the options document.

## Waiver Options

**Background:** As a result of recent Executive Orders relating to limiting travel to the United States from 7 identified countries, the Department of Homeland Security is in a challenging position to assist individuals that may be stuck in this process. The concerning population consists of individuals, currently in the United States, that came to the US on a valid visa, but as a result of the recent Orders, can no longer enter and depart the country.

This is a truly unique situation for the Agency. One that we haven't encountered to date, thus, will require something new to be implemented. Essentially, DHS needs to create a process that would allow the individuals stuck in this scenario to apply to the Department prior to leaving the country. This provisional review will ensure that, upon their return to the United States, they will be allowed reentry. The goal being that this new process will provide them with a document that they could present to CBP when they arrive to allow entry.

It is estimated that approximately 18,000 people could be in this population.

While we believe that the best option to truly stay aligned to the intent of the Order is to not allow this, we understand that the Department needs to consider and possibly create an option to assure impacted individuals a safe return to the US. USCIS currently doesn't have an existing process that allows for this, thus, a new process must be created for this sole reason. As a result, USCIS is proposing two possible options for consideration.

### Option 1: Grant Exception to "Known Travelers"

#### I-192 Process Overview:

- USCIS shall adjudicate Form I-192, Application for Advance Permission to Enter as a Nonimmigrant. Currently, these cases are accepted at the Vermont Service Center (VSC). For ease of implementation we would look to locate this workload there as well.
  - Fees:
  - Form I-192    \$930 USD
  - Biometrics    \$80 USD
- Approval of the I-192 will generate Form I-797 that will allow the beneficiary to board an aircraft back to the United States. CBP will inspect and determine admission based on the beneficiary's NIV.
  - A denial of Form I-192 may result in the issuance of an NTA.
- USCIS (Service Center Operations) (SCOPS) will accept the current expedite process request for Form I-192.
  - Severe financial loss to company or person;
  - Emergency situation;

- Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;
  - Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);
  - USCIS error; or
  - Compelling interest of USCIS.
- Biometrics are required for all I-192 cases. Adjudication will not occur until results are received and analyzed.
- Premium Processing is not available for Form I-192.
- USCIS Field Operations will accept emergency process request for Form I-192, when the Form I-192 is pending with USCIS (SCOPS).
- Routine processing time for I-192 requests will be 30 days.

Mandatory Criteria:

The applicant must file Form I-192 with the evidence described in “criteria” below.

1. Business Traveler Criteria
  - a) Traveler must have a valid Non Immigrant Visa (H, L, O, P, R).
  - b) U.S. employer must be enrolled in e-Verify.
  - c) Must have an original letterhead/signed letter by CEO, Vice President, or President level, from U.S. Company indicating purpose of travel (business) and length of trip.
  - d) Travel may only be for business.
  - e) Travel may not be for vacation.
  - f) Travel may not be to one of the seven countries indicated on Executive Order.
2. Student Traveler Criteria
  - a) Student must have a valid Non Immigrant Visa (F, M, J).
  - b) U.S. University/School must be verified in SEVIS.
  - c) Must have an original letterhead/signed letter by Vice President, or President level, from U.S. University/School indicating purpose of travel (business) and length of trip.
  - d) Travel may only be for business.
  - e) Travel may not be for vacation.
  - f) Travel may not be to one of the seven countries indicated on Executive Order.

Option #1 - Required for Implementation:

1. Communications on new process to the public
2. Preparation at VSC for intake and customer interaction.
  - a. Training on new process

### 3. System Updates:

- Form I-192 – Currently, very little data is collected on the I-192 in USCIS systems. A modification to CLAIMS 3 will be required to add additional data fields. This piece is essential so that we can differentiate these cases from others and be able to run reports on this specific workload. It is estimated that this modification can be made in an estimated two weeks.
- Form I-797 resides in the local C3 print service. Changes can be made to the notice (body) within two weeks; however, header changes may require more time. Total estimated time for changes is 30 days.

If required, USCIS could implement this portion of option #1 in 45 days. It's important to note at this stage in the proposed process that true success will be dependent on CBP also playing a role in the process as these individuals enter the United States. The CBP process overview is noted below.

### **CBP Process**

#### Option #2 – Advanced Parole

I-131 Process Overview: Much of the process flow as identified in Option # 1 will also apply here in the I-131 process.

- USCIS shall adjudicate Form I-131, Application for Travel Document.
- All Service Centers and many Field Office locations currently adjudicate I-131s, Advanced Parole. For this workload, SCOPS would look to the Nebraska Service Center (NSC) to process these requests.
- The I-131 is a form that we use in support of many different benefits. As a result, this option may be a bit more challenging to segregate the population for reporting purposes. We do believe that we can find a way to do that through data analysis, just wanted to note it in the proposal as a challenge that needs to be overcome.
  - If it is identified that there is a particular need to have these cases follow a different process then the standard we could create an exception here. The Service Center could process the I-131, and USCIS could ask the individual to come into the Field Office to gather their travel document. Otherwise, the standard process is they will receive their travel document via the mail.
- With that said, advanced parole, under its definition and in looking at the Agency's past use of it, is the solution that makes the most sense and is completely aligned to the intent of parole and USCIS processing.
  - Fees:
  - Form I-131    \$575 USD

- Biometrics \$80 USD
- Approval of the I-131 will generate Form I-797 as well as a I-512, which is a travel document. This document will allow the beneficiary to board an aircraft back to the United States. CBP will inspect and determine admission based on the beneficiary's NIV.
  - A denial of Form I-131 may result in the issuance of an NTA.
- USCIS (Service Center Operations) (SCOPS) will accept the current expedite process request for Form I-131.
  - Severe financial loss to company or person;
  - Emergency situation;
  - Nonprofit organization whose request is in furtherance of the cultural and social interests of the United States;
  - Department of Defense or national interest situation (These particular expedite requests must come from an official U.S. government entity and state that delay will be detrimental to the government.);
  - USCIS error; or
  - Compelling interest of USCIS.
- Biometrics are required for all I-131 cases. Adjudication will not occur until results are received and analyzed.
- Premium Processing is not available for Form I-131.
- USCIS Field Operations will accept emergency process requests for Form I-512, Request for Travel Document, when the Form I-131 is pending with USCIS (SCOPS).
- Routine processing time for I-131 requests will be 30 days.

Mandatory Criteria:

The applicant must file Form I-131 with the evidence described in “criteria” below.

3. Business Traveler Criteria
  - g) Traveler must have a valid Non Immigrant Visa (H, L, O, P, R).
  - h) U.S. employer must be enrolled in e-Verify.
  - i) Must have an original letterhead/signed letter by CEO, Vice President, or President level, from U.S. Company indicating purpose of travel (business) and length of trip.
  - j) Travel may only be for business.
  - k) Travel may not be for vacation.
  - l) Travel may not be to one of the seven countries indicated on Executive Order.
4. Student Traveler Criteria

- g) Student must have a valid Non Immigrant Visa (F, M, J).
- h) U.S. University/School must be verified in SEVIS.
- i) Must have an original letterhead/signed letter by Vice President, or President level, from U.S. University/School indicating purpose of travel (business) and length of trip.
- j) Travel may only be for business.
- k) Travel may not be for vacation.
- l) Travel may not be to one of the seven countries indicated on Executive Order.

Option #2 - Required for Implementation:

- 4. Communications on new process to the public
- 5. Preparation at NSC for intake and customer interaction.
  - a. Training on new process
- 6. System Updates:
  - Form I-512 – USCIS would like to modify the language to the I-512 for this new process so that it is clear that these cases are the exception to the Order. Updates will take approximately 1 month.
  - Form I-797 (approval notice) for the I-131 resides in the local C3 print service. Changes can be made to the notice (body) within two weeks; however, header changes may require more time. Total estimated time for changes is 30 days.

If required, USCIS could implement this portion of option #2 in 45 days. It's important to note at this stage in the proposed process that true success will be dependent on CBP also playing a role in the process as these individuals enter the United States. The same process that CBP outlined in Option #1 would apply here in Option #2 as well.

**From:** Moran, Karla  
**To:** Cox, Sophia; Campagnolo, Donna P; Hutchings, Pamela G; McCament, James W; Arroyo, Susan K; Hope, Leslie K; McConnell, James E; Sabga, George M; Thomas, Ronnie D  
**Subject:** Exception Document  
**Date:** Tuesday, February 07, 2017 9:34:12 AM  
**Attachments:** I797Language.Exception\_Order\_Authorization.docx

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Donna,

Here is the draft language for the I-797 we will issue if the I-192 is approved.

I'm sure it will look quite different after OCC and OP&S.

All,

Please edit as needed.

Thanks,

*Karla Moran*  
Senior Advisor for Operations  
Department of Homeland Security  
Citizenship & Immigration Services  
Service Center Operations (SCOPS)

(b)(6)

## **Exception Order Authorization**

This notice is to advise you of action taken on Form I-192. The official notice has been mailed according to the mailing preference noted on the Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative. Any relevant documentation was mailed according to the specified mailing preference.

The above application for Exception to Executive Order \_\_\_\_\_ is approved.

Transportation Line: Presentation of this original document authorizes a transportation line to accept the named bearer on board for travel to the United States without liability under Section 273 of the Immigration and Nationality Act (INA). This travel authorization is issued pursuant to Section (3)(e) of Executive Order \_\_\_\_\_ dated January 27, 2017.

Recipient: This document authorizes a **SINGLE DEPARTURE** from the United States and a **SINGLE RETURN** to the United States. Upon your return to the United States and your arrival at a Port of Entry, you must present this document to Customs and Border Protection (CBP), together with your valid, unexpired non-immigrant visa, and your valid unexpired passport. Your travel must be within the validity period of this authorization and your valid non-immigrant visa.

CBP: This authorization has been issued pursuant to Section (3)(g) of Executive Order \_\_\_\_\_ following an individual case by case review and upon a determination that admission would be in the national interest. The named bearer is authorized to depart the United States temporarily, with the intent to return to the United States. Presentation of the original of this document and a valid visa allows a Customs and Border Protection (CBP) Officer at a Port of Entry to readmit the named bearer, whose photograph appears on this authorization into the United States based on Section (3)(g) of Executive Order \_\_\_\_\_.

## **WARNING NOTICE**

### **Read before you travel abroad**

Presentation of this Exception Order Authorization, together with a valid unexpired passport and a valid unexpired non-immigrant visa, will allow a CBP officer at a port-of entry to readmit you into the United States.

DHS can revoke or terminate your Exception Order Authorization at any time. If you are outside the United States when you are notified that DHS has revoked or terminated your Exception Order Authorization document, the revocation or termination of this travel document may leave you unable to return to the United States unless you receive a subsequent travel authorization.

Leaving the United States, even with this Exception Order Authorization, does not guarantee that you will be readmitted into the United States.

Inadmissibility in general: If you have concerns about admissibility and waivers, you should contact an immigration attorney or an immigrant assistance organization accredited by the BIA before making travel plans.